NEW MEXICO JUDICIAL BRANCH

AOC DEPUTY COURT PROGRAMS DIVISION DIRECTOR

(At-will)

TARGET SALARY: $87,828-$175,656 annually, or $42.225-$84.450 hourly depending upon experience (pay range NN)
LOCATION: Varies, statewide locations
FLSA STATUS: Exempt
JOB CODE: 8041JB
BENEFITS: Competitive benefits package offered

ADMINISTRATIVE OFFICE OF THE COURTS (AOC)

The Administrative Office of the Courts exists to enable the courts of New Mexico to accomplish their mission through:

- Ensuring that the courts have adequate, equitably distributed resources.
- Ensuring that the courts have and use current technology.
- Providing a fair and equitable statewide human resources system.
- Developing and implementing improved court processes and supporting courts in their use.
- Collecting and providing information on and for the courts.
- Ensuring sound financial, budgeting and procurement practices in the management of court resources.
- Maintaining liaison with the legislative and executive branches of state government.

GENERAL STATEMENT OF DUTIES

Acting under administrative direction assist the AOC Court Services Division Director with the oversight, planning, and management of the Division.

EXAMPLES OF JOB DUTIES

- **The AOC Deputy Court Services Division Director** assists the AOC Court Services Division Director in the development and implementation of the Division's programs and operations in support of the New Mexico Judicial Branch, including Language Access, rural justice initiatives, self-help services, the statewide call center, jury and witness services, the court appointed attorney contracts, safe exchange and visitation services, court appointed special advocate contracts, and ADA Title II accommodation requests.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned activities, programs, and staff.
- Recommends, develops, implements, and administers policies, procedures, training guides, standard operating procedures, and manuals.
- Plans, directs, reviews, organizes, and coordinates the work of professional staff and contractors. Assists subordinates in establishing and meeting goals, delineates available resources, and coaches, mentors, trains, and motivates staff concerning projects, priorities, business processes, and deadlines.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends appropriate service and staffing levels.
- Consults and collaborates with various levels of the Judicial Branch employees, other state agencies, legislators, the public, private vendors and corporate entities.

- May lobby for legislative support on behalf of projects and/or the Judicial Branch, prepare bill analyses to assess the impact of proposed legislation, assist in developing strategies for passage of legislation, and attend legislative hearings.
- Manages and oversees the negotiation and management of contracts on behalf of the AOC and in accordance with established contracting procedures and applicable laws.
- Develops statewide program standards and performance measures and ensures those measures are satisfactorily achieved.
- Represents the AOC on internal, governmental, and community committees and task forces.
- Prepares and delivers presentations to governmental agencies, the public, civic groups, and educational institutions and develops workshops and training materials.
- Develops statewide program budgets, monitors budget allocations and expenditures, and may provide qualitative data and fiscal projections to management, special committees, boards, and the legislature.
- Identifies additional funding sources to maintain adequate resources for statewide program operations.
- Monitors and/or manages program database (data development, collection, entry, and generation of reports).
- Drafts, develops and publishes periodic or annual reports.
- May be appointed to internal judicial and external community steering committees to develop and manage efficient court processes and policies and make recommendations relevant to the court's jurisdiction and initiatives.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate advanced knowledge of the New Mexico state courts, including court procedures and rules, court organization and administration, services, functions, and jurisdictions; public policy analysis and evaluation; techniques in managing multiple and diverse statewide program(s); working with diverse communities, community and justice system partners; development of technological solutions; conference and program planning; budget management including: performance-based budgeting, project/program budget preparation, tracking projected and expended project/program funds; grant procedures and grant writing; state and federal grant compliance rules and regulations; state procurement rules; legislative processes; New Mexico Criminal Justice Information System; basic contract law; community resources; media relations; research and evaluation techniques; methods of data collection; and supervisory techniques.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree from an accredited college or university in Business Administration, Public Administration, Judicial Administration, Criminal Justice, Criminology, Social Sciences, Behavioral Sciences, Management or a related field.

> **Education Substitution:** Four (4) years of directly related and relevant experience may substitute on a year for year basis.

Experience: Nine (9) years of experience in court management, statewide program management, a criminal justice system, and/or public administration overseeing multiple disciplines such as: budget, finance, procurement, human resources, contracts administration, and/or management of specialty court programs such as Language Access Services, Jury and Witness, treatment courts, Tribal States Judicial Consortium, Judicial Performance, and/or pretrial services; and three (3) years of experience supervising and managing a diverse staff.

Experience Substitution: Additional relevant education at the master's degree level may substitute for experience at a rate of thirty (30) semester credit hours equals one year of experience. Education may not substitute for the supervisory experience

Supervisory Substitution: An additional three (3) years of directly related experience may substitute for the supervisory experience provided the incumbent attends the NMJB Supervisory Mentorship Program Training at their earliest opportunity.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The following functions are representative, but not all-inclusive of the work environment and physical demands an employee may expect to encounter in performing tasks assigned to this job. Work is performed in an office or court setting. A valid driver's license and travel may be required. The assigned work schedule may include nights, weekends, holidays, and overtime. The employee must regularly interact positively with co-workers, clients, the public, judges, and justices.

* *This job description is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions performed*

BENEFITS

- Medical/Dental/Vision/Rx, Short, and Long Term Disability Insurance Programs, employee assistance program (EAP) [http://www.mybenefitsnm.com/]
- State paid life insurance, supplemental and dependent life insurance
- Optional flexible spending accounts for medical, day-care, and travel expenses
- Paid vacation and sick leave up to eight (8) weeks
- Eleven (11) paid holidays
- Up to 12 weeks of paid parental leave
- Deferred Compensation 457(b) plan
- Lifetime Defined Benefits Retirement Plan [http://www.nmpera.org/]
- Flexible work schedules and alternative work locations*
- Free health care, Rx, and lab work at the facility (Stay Well Health Center) in Santa Fe, NM
- Bilingual compensation*
- Training and career development opportunities
- Higher education opportunities, educational leave, and tuition reimbursement
- May qualify for the Public Service Loan Forgiveness Program (PSLF)
- May receive overtime holiday or shift differential pay*
- May receive physical fitness leave*
- What are your benefits worth? Click here to find out

These benefits vary by job classification or need

START YOUR CAREER

Experience the difference, work for the Judiciary! Apply here!

History of Job Description: Dev: 10/13/20, Benefits updated: 02/26/21, Audit: 12/31/22; At-will eff 05/05/23, Rev Pay Range: 07/08/23, Rev Pay Range: 07/06/24, Rev: 05/15/25, 07/05/2025; Rev: 05/28/2026, Rev Pay Range: 07/04/26

The state of New Mexico is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability. The state provides reasonable accommodations to the known disabilities of individuals in compliance with the Americans with Disability Act. For accommodation information or if you need special accommodations to complete the application process, please contact the Administrative Office of the Courts Human Resources Division at 505/470-7205. Applications and resumes including a supplemental application must be submitted to apply. Applications may be found online at nmcourts.gov.