NEW MEXICO JUDICIAL BRANCH

ADMINISTRATIVE OFFICE OF THE COURTS DEPUTY DIRECTOR
(At-Will)

TARGET SALARY: $116,925-$233,852 annually, or $56.214-$112.429 hourly depending upon experience (pay range QQ)
LOCATION: Varies, statewide locations
FLSA STATUS: Exempt
JOB CODE: 8030JB
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

Assist the AOC Director in the management of the Administrative Office of the Courts (AOC) for the New Mexico Judicial Branch. Supervision is received from the AOC Director and the Supreme Court Chief Justice.

EXAMPLES OF JOB DUTIES

- **The Deputy AOC Director** assists the AOC Director to plan, organize and implement statewide judicial branch activities, administrative policies and services; develop strategic and tactical plans and maintain alignment of strategic objectives with the strategic direction in accordance with statutory requirements and of the Supreme Court.
- Lobbies for legislative support on behalf of projects and/or the Judicial Branch; and prepares bill analyses to assess the impact of proposed legislation and assist in developing strategies for passage of legislation.
- Advises the AOC Director and management on issues related to judiciary wide planning.
- Recommends systems and policies to achieve desired goals affecting all judicial employees.
- Manages multiple operations or programs.
- Directs formal planning, project management and performance measurement activities; decides or recommends decisions as required by the AOC Director that may include personnel and disciplinary matters that require AOC action or approval.

- Assists in the oversight of the unified budget and reviews proposed budgets submitted by courts; prepares comprehensive status reports, rules and procedures manual, and establishes AOC priorities.
- Engages in contract negotiations for AOC and courts statewide. May manage and oversee the negotiation and management of contracts on behalf of the AOC and in accordance with established contracting procedures and applicable laws.
- Collaborates with outside security agencies to ensure the safety and well-being of all judges, staff and the public.
- Oversees maintenance agreements and contractual services.
- Participates in inter-agency, multi-branch meetings and serve on statewide committees.
- Examines the fiscal matters and the state of the dockets of the courts.
- Prepares and transmits to the Supreme Court statistical data and reports as to the business of the courts.
- Participates in the planning for future Judiciary initiatives.
- Assists in the development of the strategic plan for the judiciary; works with the AOC and the courts to assist them in identifying a clear mission, vision and shared values.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate advanced knowledge of the principles and practices of public and court administration and management practices and techniques for managing multiple and diverse statewide projects. Experience with legislative and budget processes, organization and general statewide initiatives promulgated by statute, the Governor and the Supreme Court; project reporting and tracking methods and techniques; negotiation techniques; policy development; and supervisory techniques.

MINIMUM QUALIFICATIONS

Education: Must be a graduate of a law school meeting the standards of accreditation of the American Bar Association; possess a license to practice law in the State of New Mexico, or be willing to become licensed to practice law in New Mexico within one year of hire.

Education Substitution: None

Experience: Nine (9) years of experience in court administration, public administration, business administration, finance and/or a related judicial or business field to include experience working with the legislative process, legislators, and other professionals, of which five (5) years must have been as a supervisor overseeing multiple and diverse programs and divisions.

Experience Substitution: Additional relevant education at the Master's degree level may substitute for experience at a rate of thirty (30) semester hours equals one (1) year of experience; additional education may not substitute for supervisory experience.

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: 07/01/88, Rev: 07/01/93, 06/01/95, 12/01/08, 10/01/13, 06/01/18, Audited: 06/27/19, Rev: 11/01/19, Benefits updated: 02/26/21, Audit: 12/31/22, Rev Pay Range: 07/08/23, Rev: 1/29/24, Rev Pay Range: 07/06/24, 07/05/25, 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.