NEW MEXICO JUDICIAL BRANCH

ADMINISTRATIVE OFFICE OF THE COURTS DIRECTOR
(At-Will)

TARGET SALARY: $128,617-$257,234 annually, or $61.835-$123.670 hourly depending upon experience (pay range RR)
LOCATION: Varies, statewide locations
FLSA STATUS: Exempt
JOB CODE: 8000JB
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

Direct the Administrative Office of the Courts (AOC) for the New Mexico Judicial Branch. Supervision is received from the Supreme Court Chief Justice. The AOC Director works closely with the Chief Justice, Supreme Court, and other court executives of the New Mexico Judicial Branch to set the strategic administrative direction of the Judiciary. The position has oversight over a number of divisions and offices including, Information Technology, Human Resources, Finance, Court Services, and Legal Counsel, and the director is a member of or staff to numerous policy making bodies in the Judiciary and in the other branches of state government.

EXAMPLES OF JOB DUTIES

- **The AOC Director** oversees the state of New Mexico Administrative Office of the Courts, and plans, organizes, directs and implements statewide judicial branch activities including oversight of court administration statewide
- Develops and implements strategic and tactical plans ensuring a shared vision and values in the New Mexico Judicial Branch and maintains alignment of strategic objectives with the strategic direction in accordance with statutory requirements and of the Supreme Court.
- Oversees and implements administrative policies and services, and supervises, and motivates division level staff of the AOC. Ensures that the AOC and the courts have a clear mission, vision and shared values.
- Prepares and submits budgets for legislative appropriations for the maintenance and operation of the AOC and judicial statewide programs and by statute (NMSA 1978, Section 34-9-3C) “shall receive, adjust and approve budgets submitted by these courts [“courts

supported by legislative appropriation"] prior to submission of the budgets to the state budget division of the department of finance and administration for inclusion in the executive budget.". Analyzes state and federal legislation related to the judicial branch, testifies at legislative hearings and oversees the expenditure of funds consistent with the judicial budget.

- Lobbies for and follows legislation important to the Judicial Branch. Develops positive relationships with legislators, executive branch officials, and local government officials to advance the interests of the judiciary.
- Develops and promotes statewide administrative practices and procedures. Examines the administrative and business methods employed in the courts and makes recommendations for improvements.
- Oversees efforts to ensure access to justice through robust language access services and the integration of modern technologies to assist those with limited proficiencies and abilities to seek relief through the courts.
- Manages the development, implementation, and coordination of standards, procedures, and programs to ensure the safety of justices, judges, court personnel and members of the public.
- Serves as liaison for the New Mexico Judicial Branch with the legislative and executive branches as well as the public and provides groups having an interest in the administration of the courts.
- Represents the court in non-judicial matters such as law enforcement, news media, committees, planning groups, and the general public.
- Participates in the major state bar, legislative and judicial activities addressing current problems within the justice system. Presents to outside groups, associations, conferences, and workshops.
- Attends, on behalf of the Supreme Court and the AOC, various state and national conferences, training and meetings. Serves on commissions, committees, and panels involved in matters affecting court administration and judicial system improvements.
- Maintains active relationships with Directors and State Court Administrators in other states in order to remain current on best practices and evidence-based programs that advance justice. This includes travel within the United States to participate in conferences and training as an attendee and as a presenter.
- Directs formal planning, project management and performance measurement activities;
- Ensures judicial resources are managed efficiently and actively seeks to implement solutions to meet the needs of, and improve operational effectiveness within, the judicial branch.
- Ensures judicial administrative needs are identified, studied, evaluated and incorporated into appropriate long and short-range plans; establishes priorities and ensures distribution of available funds among courts. May review, adjust and approve proposed budgets submitted by courts.
- Reviews and approves complex personnel decisions related to discipline and human resource policy, and approves statewide.
- Oversees the implementation of modern technologies in case management, data management, and programs to exploit the ability of technology to improve court management and the delivery of court services.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate extensive knowledge of judicial administrative principles and court administration; legal processes; civil and criminal litigation; state legislative process including testifying before committees; budget management; information technology systems; program research and evaluation; rules and regulations of a judicial system and ability to build and maintain strong and effective working relationships with justices, judges, staff, public officials and the public. Must have the ability to successfully manage executive leadership teams and advocate for the court system. This is a highly visible position and requires excellent communication skills.

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.

Education Substitution: None

Experience: Extensive administrative experience in court management that provides a thorough knowledge of modern judicial administration. Ten (10) years of progressively responsible management-level experience with at least four (4) years of experience at the executive level leading administrative functions and developing strong executive leadership teams.

Experience Substitution: None

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: 10/01/97, Rev: 10/01/04, 05/01/10, 10/01/16, 10/01/18, Audited: 06/27/19, Rev: 11/01/19, Benefits updated: 02/26/21, Audit: 12/31/22, Rev Pay Range: 07/08/23, 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.