NEW MEXICO JUDICIAL BRANCH

AOC GUARDIANSHIP ANNUAL REPORT REVIEW DIVISION (GARRD) COMPLIANCE OFFICER

(Classified)

TARGET SALARY: $59,109-$118,221 annually, or $28.418-$56.837 hourly depending upon experience (pay range JJ)
LOCATION: Varies, statewide locations
FLSA STATUS: Exempt
JOB CODE: 2517JB
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.
- Managing and accounting for the collection of revenue.
- 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 general supervision, the Guardianship Annual Report Review Division (GARRD) Compliance Officer conducts internal reviews of adult guardianship cases for compliance with state statutes, rules, Supreme Court directives, and court procedures.

EXAMPLES OF JOB DUTIES

- **The GARRD Compliance Officer** is responsible for conducting internal reviews of guardianship cases, and legal documents, including annual reports filed in adult guardianship cases statewide for completeness, adequacy, accuracy, and compliance with rules and/or statutes.
- Review required to record information, case events, and processing, case activity, dispositions, and judgments, and ensure completeness and accuracy of records.
- Reviews requirements of annual reports upon their filing for progress and condition of the protected person, to include health, medical and dental care, residence, education, employment, and habitation.
- Reviews requirements of annual reports to confirm guardianship authority, fulfilled duties by the guardian, and provides recommendations of the continued need for guardianship.
- Tracks and identifies overdue annual reports and verifies compliance with the submission

requirements.

- Retrieves information on case status and court records and maintains confidentiality.
- Assists in the preparation and completion of a case review checklist, work schedule, staffing plan, and case review report template, and provides feedback on workflow efficiency for GAARD.
- Assists in the preparation of case review reports, work papers and compiles statistical data.
- Assists in the evaluation of financial and workflow efficiency for GARRD.
- Assists in the preparation of complex analytical and statistical data collection and evaluates the data against set criteria, draw logical conclusions, and provides recommendations that are designed to persuade or stimulate action.
- Reviews adult guardianship annual reports for timeliness and accuracy.
- Ensures compliance with policy and procedures to ensure consistency statewide.
- Assists in the development of annual reports, and conducts case reviews to ensure compliance with policies and procedures and reports on an internal case review activity.
- Drafts auditing case review policies and procedures to guide internal audit case review activity.
- Provides training and consultation services on policies and procedures to court staff.
- Analyzes reports identifying trends and issues to improve case review information.
- Collaborates with GARRD to identify trends and issues within guardianship, drafts recommendations, and tailor instructions to meet the needs of judicial entities.
- Serves as a resource and provides professional support to judicial committees, commissions, councils, boards, judicial entities, judges, court administrators, court staff and the public.
- Other duties as assigned.

COMPETENCIES

The successful applicant should demonstrate knowledge of the New Mexico State Court System procedures, services, functions and jurisdiction; New Mexico statutes, regulations, policies and procedures, and as they relate to conditions imposed by the court; judicial structure and jurisdiction; adult guardianship cases; case and report auditing; reviewing and preparing reports; collecting and analyzing complex information and data; strong report writing; financial and case management systems; court records management; case flow management; legislative processes; and Activities of Daily Living (ADL) and Instrumental Activities of Daily Living (IADL) policies and procedures.

MINIMUM QUALIFICATIONS

Education: Bachelor's Degree from an accredited college or university in any field, which must include 18 credit hours in Legal Studies, Criminal Justice, or Human Services.

Education Substitution: Four (4) years experience in Human Services, and/or a criminal justice field may substitute for the Bachelor's Degree.

Experience: Three (3) years of non-profit public sector experience in compliance analytics, researching and analyzing relevant data and writing comprehensive reports, working with guardianships and/or conservatorships, or a directly related field.

Experience Substitution: Additional relevant education at the Master's Degree level will substitute for up to one (1) year of experience. Thirty semester hours equal one (1) year of experience.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The functions listed above 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

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History of Job Description: Dev: 07/28/21, 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.