NEW MEXICO JUDICIAL BRANCH

AOC STATEWIDE LANGUAGE ACCESS SERVICES AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR

(Classified)

TARGET SALARY: $76,005-$152,011 annually, or $36.541-$73.082 hourly depending upon experience (pay range LL)
LOCATION: Varies, statewide locations
FLSA STATUS: Exempt
JOB CODE: 9436JB
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 general direction implement an Americans with Disabilities Act (ADA) plan and coordinate the efforts of the judicial branch concerning compliance with the ADA, providing reasonable accommodations for public access, and provide technical assistance statewide on accessibility of court facilities, programs and services.

EXAMPLES OF JOB DUTIES

- **The AOC Statewide ADA Coordinator** is responsible for coordinating activities necessary to ensure compliance with the Americans with Disability Act of 1990 (ADA), the Rehabilitation Act of 1973, Title VIII of the Fair Housing Act, and interpretations and court decisions relating to the ADA
- Responsible for managing, developing, and implementing ADA statewide program initiatives and strategic plans.
- Managing, developing, and implementing ADA statewide program initiatives for the Judiciary, as well as diversity and inclusion strategies.
- Working with judicial committees, commissions, councils, judges, court staff, and other key stakeholders, developing long-range ADA plans and ensuring implementation of plan goals.
- Serving as a resource and providing professional support to judicial committees, commissions, councils, boards, judges, court administrators, court staff, and the public.

- Visiting courts and judicial facilities to assist in effective ADA compliance efforts, maintenance of access features, and monitoring of non-structural modifications; preparing written reports regarding accessibility compliance.
- Development of statewide policies and procedures, manuals, handbooks, curriculum, educational and related training materials as well as outreach and advocacy programs.
- Ensuring ADA accommodation services support the fair and impartial administration of justice and due process of populations who cannot adequately communicate due to a disability.
- Assisting in the development of an ADA program budget, preparing budget requests, projecting statewide budgetary needs and costs for programs and conferences, and directing, planning, organizing, and managing ADA contracts, and contractors to include preparing Requests for Proposals, Invitations to Bid, and contracts in compliance with state procurement code.
- Securing and administering funding requests for AOC grants, identifying and acquiring additional funding sources, completing status and fiscal grant reporting requirements to ensure consistency and quality of reported performance measures; writing grant applications; and making budget recommendations.
- Overseeing and ensuring compliance with budgetary policies and program standards to ensure consistency statewide.
- May serves on statewide or local committees and speaks at national, state, and local conferences regarding project initiatives, and recommends changes in legislation and Supreme Court rules related to ADA.
- Collecting and maintaining a library of ADA regulations and supplementary materials.
- Working with staff and administrative leaders to write long-range ADA plans and ensure implementation of the plan's goals.
- Securing necessary special equipment, materials, or supplies for implementing reasonable accommodation or public access.
- Working collaboratively with and maintaining strong working relationships with governmental entities, and people with disabilities.
- Developing, coordinating and organizing on-going ADA training for court staff and judges including sensitivity training.
- Providing technical information and advice on the ADA and reasonable accommodations to court administration, judges, staff, and management.
- Develop compliance procedures and grievance process; recommends resolutions to grievances; maintain correspondence and documentation of the compliance procedures.
- Overseeing plans for special events so that accessibility to events is barrier free.
- Arranging special requests for ASL interpreters, ADA accommodations, alternate formats, etc. with appropriate staff members and in coordination with LAS.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should have a solid understanding of the provisions of Titles I, II and III of the ADA; advanced knowledge of the principles and practices of court accessibility and an understanding of related barriers for individuals with disabilities; experience managing services and programs related to the ADA; experience and an understanding of court processes;

knowledge of legislative and budget processes; and advanced knowledge of the general operations of a court system,

MINIMUM QUALIFICATIONS

Education: Bachelor's degree from an accredited college or university in Rehabilitation Counseling, Disability Studies, Social Sciences, a Medical field, or a related field.

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

Experience: Six (6) years of program coordination experience as an ADA Coordinator, Disability Rights Coordinator, mental health, providing access to court services or access to justice, or a closely related field, and one (1) year in court interpreting experience.

> **Experience Substitution:** Additional relevant education may substitute for experience at a rate of thirty (30) semester credit hours equals one year of experience.

Certifications: Must hold ADA accredited certification or equivalent.

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, employeeassistance 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: 03/26/21, Audit: 12/31/22, Rev Pay Range: 07/08/23 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.