NEW MEXICO JUDICIAL BRANCH

AOC STATEWIDE LANGUAGE ACCESS SERVICES 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: 9433JB
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 plan, organize, direct, manage and provide translation, interpreting and other language access services and related training in assigned courts.

EXAMPLES OF JOB DUTIES

- **The AOC Statewide Language Access Coordinator** is responsible for managing, developing and implementing Language Access statewide program initiatives and strategic plans.
- Supervises Language Access Coordinators and other staff and provides professional support to the Judiciary.
- Serves as a resource and provides professional support to judicial committees, commissions, councils, boards, courts judges, court administrators, court staff, and the public.
- Directs, plans, organizes, and manages Language Access Coordinators, including the development of statewide policies and procedures, manuals, handbooks, curriculum, and educational and related training materials.
- Prepares budget requests, projects statewide needs, and costs for programs and conferences.
- Ensures translation and interpreting services support the fair and impartial administration of justice and due process of those populations who cannot adequately communicate in English.
- Researches and writes grant applications and makes budget recommendations.
- Oversees and ensures compliance with budgetary policies and program standards to ensure consistency statewide.
- Prepares and drafts Requests for Proposals, Invitations to Bid, and contracts in compliance with state procurement code.

- Provides direction and addresses contractor adherence to program, policies, procedures, and initiatives.
- Oversee the statewide scheduling and monitoring of Language Access services for assigned staff and courts.
- Performs analytical and statistical research and creates detailed measures.
- Makes formal presentations with recommendations on a variety of court management studies, programs, and projects.
- Researches, and drafts lobbies in support of proposed legislation and provides testimony to the state legislature.
- Serves on statewide or local committees and speaks at national, state, and local conferences regarding project initiatives.
- Manages and directs project contractors and associated budgets.
- Keeps up to date with the latest trends in court management locally and nationally.
- May be asked to prepare bill analyses to assess the impact of proposed legislation and assist in developing strategies for passage of legislation.
- May provides English < > Spanish interpreting service to the assigned courts to ensure the fair and impartial administration of justice and due process of the law to those populations who cannot adequately communicate in English.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should have near native proficient in English and Spanish; advanced knowledge of the principles and practices of managing transaction services for languages other than Spanish; implementing, managing and administering Language Access programs and managing staff to include experience with court administration and management practices and techniques. Experience with legislative and budget processes, organization and general operations of a court system and government as well as skill analyzing and assessing court operations, and evaluating court program services.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree from an accredited college or university in Criminal Justice, Public or Business Administration, Social Sciences, Management, Languages, Interpreting & Translation 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 management experience to include relevant experience including: public or business administration, budget, finance, social work, social sciences, mediation, communications, grant writing, guidance and counseling, law/probation, program/project management, adult education, training, volunteer programs, or closely related field, of which two (2) years must have been in court interpreting experience, plus and one (1) year of supervisory experience.

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

Supervisory Substitution: Leadworker duties may be considered on a prorated basis for supervisory experience at a rate of one (1) year of performing leadworker duties equals six (6) months of supervisory experience. Assigned leadworker duties include but are not limited to: Train, mentor, and

develop employees; direct, plan, schedule, assign, and review the work of others; develop or assist in the development of employee performance plans and appraisals; and address concerns and troubleshoot problems. An additional two (2) 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.

Current Certification: Any of the following: Certification, Court Interpreter Certification (or ability to obtain immediate reciprocity) as recognized by the Administrative Office of the Courts, Federal Court Interpreter Certification, approved by the state of New Mexico to serve to be classified as a Justice System Interpreter, or other professional certifications recognized by the Supreme Court Language Access Advisory Committee.

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: 05/24/19, Rev: 12/16/19, 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.