NEW MEXICO JUDICIAL BRANCH

BAILIFF SUPERVISOR
(Classified)

TARGET SALARY: $34,299-$68,600 annually, or $16.490-$32.981 hourly depending upon experience (pay range EE)
LOCATION: Varies, statewide locations
FLSA STATUS: Non-exempt
JOB CODE: 9110JB
BENEFITS: Competitive benefits package offered

THE NEW MEXICO JUDICIARY

The Mission of the New Mexico Judiciary is to protect the rights and liberties of the people of New Mexico guaranteed by the Constitution and laws of the State of New Mexico and the United States; to resolve legal disputes fairly, and to ensure access to justice for all.

GENERAL STATEMENT OF DUTIES

Acting under the general supervision of a Court Executive Officer or their designee plan, monitor, provide security, and ensures proper court safety for a judicial entity and courtroom. This is an unarmed position.

EXAMPLES OF JOB DUTIES

- **The Bailiff Supervisor** is responsible for overseeing Bailiff and Security Bailiff duties to ensure bailiff coverage.
- Schedules, trains, supervises, mentors, and evaluates a staff of two (2) or more Bailiffs or Security Bailiffs in courtroom etiquette, duties, procedures, and behavior, safety equipment and procedures.
- Ensures proper behavior in the courtroom for all proceedings, provides customer service, and assists Judges, jurors, and other parties as needed.
- Sets up and takes care of the courtroom during proceedings.
- Coordinates with law enforcement agencies on the transportation of inmates to and from the courthouse and/or courtroom.
- Works with attorneys who may need special equipment for a hearing.
- Maintains, requests, and secures exhibits entered as evidence during proceedings or until handed off at the end of trial to appropriate personnel.
- Ensures Judge has immediate access to updated files, motions, and documents.
- Assists in the assembly of potential jurors and instructs jurors on processes.
- Provides customer service and maintain contact with jurors during trial.
- Maintains juror time records, takes roll-call, and ensures jurors are seated properly.
- Ensures all parties are present for each hearing.
- Swears in witnesses and proper parties.
- Enters dispositions into the case management system, and prepare orders for the Judge's signature.
- Assists in the document flow from the Judge to the attorney and/or pro se parties.
- Acts as a liaison with local law enforcement agencies.
- Trains and supports other bailiffs.
- Navigate Odyssey to assist judges during hearings.

- Announces Judge's entrance into and departure from the courtroom and ensures proper decorum is maintained in the courtroom during proceedings.
- Seeks out and requests training for bailiffs.
- Prepares packets for the new employee hiring interview process; receives applications and tiers applicants, enlists a hiring panel, contacts applicants notifying them of interview date and time, prepares all necessary pre-interview documentation, conducts interviews, prepares post-interview documentation and submits in a timely manner, calls references listed, etc.
- Conducts required periodic new hire evaluations throughout their probation period and corrects anything that may need improvement if necessary.
- May assist in emergency situations.
- May provide backup assistance in the event of unanticipated disturbances.
- May complete incident reports.
- May perform Court Monitor duties.
- May assist during special events, e.g., setup and teardown of courtrooms for special events i.e. investiture ceremonies, mock trials, Supreme Court oral arguments, etc.
- May obtain files and Judge's notes of upcoming cases for the Judge's review.
- May assemble files in the order cases are to be heard for the day.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of supervisory techniques; general court procedures, security management, and safety practices, evacuation procedures, fire alarm systems; metal detectors, security equipment, mobile x-ray inspection systems; safety and security processes, first aid techniques, fire and police reporting procedures, electronic equipment, and judiciary and courtroom protocols.

MINIMUM QUALIFICATIONS

Education: High school diploma or GED.

Education Substitution: None.

Experience: Three (3) years of general experience in security, law enforcement, or legal setting; of which one (1) year must have been in law enforcement and/or security work; and one (1) year of supervisory experience.

Experience Substitution: Relevant post-secondary education may substitute for general experience at a rate of thirty (30) semester hours equals one (1) year of experience. Education or other relevant experience may not substitute for the required law enforcement/security experience or supervisory experience.

Other: Selected candidates will receive additional security training specific to the court. Training may include operation of security and metal detecting equipment, standard first aid training, which includes Adult CPR, Automated External Defibrillator (AED).

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 one (1) year of directly related experience may substitute for the supervisory experience provided the incumbent attends the NMJB Supervisory Mentorship Program Training at their earliest opportunity.

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: 05/14/10, Rev: 02/18/20, 01/15/21 (added supervisory substitution), Benefits updated: 02/26/21, Audited 12/31/22, Rev. Pay Ranges: 07/08/23, Rev: 03/15/24 correction to supervisory substitution; 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.