NEW MEXICO JUDICIAL BRANCH

CERTIFIED COURT MONITOR

(At-Will and 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: 9080JB (Classified) 9085JB (At-Will)
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 general supervision provides courtroom support and ensures an accurate, and audible, audio/digital recording of judicial proceedings. Using proper spelling, grammar and punctuation.

EXAMPLES OF JOB DUTIES

- **The Certified Court Monitor** is responsible for monitoring and recording judicial proceedings, including multiple provide litigants, attorneys, special commissioners, hearing officers, and judges access to the record for appellate review, trial preparation and preparation of orders.
- Operates and sets up an audio recording machine or a digital recording system and ensures recording equipment is working properly.
- Documents and time-stamps events by generating accurate log outlining pertinent events/appearances of the judicial proceeding and/or case notes and verifies recordings of proceedings are audible.
- Gathers, delivers, and files, receipts for log and exhibits to provide accurate record keeping procedures.
- Accepts, maintains, and files court exhibits, which may include hazardous and/or dangerous items.
- Troubleshoots recording equipment, overhead projector, ELMO, Electronic Visual Evidence Presenter, runs updates, and maintains technical logs.
- Responsible for retention of all case material and marks for identification logs, files, and safeguards evidence as a public, sequestered or sealed exhibit.
- Acts as a liaison between court personnel, litigants or attorneys, to advance court proceedings.
- Reviews court files, prepares hearings, and picks up all relevant files from judges and clerks.
- Conducts research utilizing computer retrieval system.
- Conducts training and certifications/re-certifications for other monitors/employees.
- Travels to other locations to record hearings.

- Drafts and prepares orders, legal correspondence and documents for judges, and sets hearings.
- May act as a Trial Court Administrative Assistant.
- May process appeals for the Court of Appeals.
- Trains on courtroom etiquette, FTR, quick keys, entering exhibits, voir dire and jury trial processes.
- May performs duties of a Bailiff, including announcing a judge's entrance into and departure from the courtroom and ensure proper decorum is maintained.
- Prepares recordings/burn CD's for out of county and out of district court proceedings; mail such recordings to the appropriate court(s).
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of diverse types of hearings including jury trials, domestic relations, domestic violence, child support, children's court, mental health court, grand jury, out of district criminal arraignments, probation violations, etc. Legal abbreviations and terminologies; digital recording and word processing software; legal terminology; courtroom practices and procedures; the difference between providing information and legal advice; filing systems; maintaining exhibits during trial (can include guns, knives, drugs, drug paraphernalia, graphic photos, etc.).

MINIMUM QUALIFICATIONS

Education: A high school diploma or GED.

Education Substitution: None

Experience: One (1) year of experience in court case processing, legal secretarial field, or a related field such as administrative assistant, advanced customer service, and data processing.

Experience Substitution: None.

Certification: Court Monitor Certification must be obtained within six (6) months of hire.

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. Must be able to sit for long periods of time focusing on what is being said by the parties with many distractions.

** 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: 03/03/98 (Court Monitor), Rev: 12/07/07 (Certified Court Monitor), Audited: 08/11/12, Rev: 02/11/20, Benefits updated: 02/26/21, Audit: 12/31/22, Rev. Pay Ranges: 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.