NEW MEXICO JUDICIAL BRANCH

CERTIFIED COURT MONITOR LEADWORKER
(Classified)

TARGET SALARY: $37,155-$74,310 annually, or $17.863-$35.726 hourly depending upon experience (pay range FF)
LOCATION: Varies, statewide locations
FLSA STATUS: Non-Exempt
JOB CODE: 9081JB
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 ensure accurate, significant, audio/digital recording of judicial proceedings.

EXAMPLES OF JOB DUTIES

- **The Certified Court Monitor Leadworker** is responsible for leading, mentoring, overseeing and training staff in court monitoring duties.
- Coordinates scheduling of a monitor pool and ensures coverage of hearings and trials.
- Conducts training and certification/re-certification for other monitors and employees.
- Monitors and records judicial proceedings including multiple-day jury trials to provide litigants, attorneys, special commissioners, hearing officers, and judges access to the record for appellate review, trial preparation, and preparation of orders.
- Documents and time-stamps events by generating an accurate log outlining pertinent events/appearances of the judicial proceeding and/or case notes and verifying recordings of proceedings are audible.
- Operates and sets up an audio recording machine or a digital recording system and ensures recording equipment is working properly.
- Troubleshoots recording equipment, overhead projector, Electronic Visual Evidence Presenter (ELMO), runs updates, and maintains technical logs.
- Gathers, delivers, and files log notes, receipts for log notes and exhibits to provide accurate record keeping procedures.
- 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.
- Accepts, maintains, and files court exhibits, which may include hazardous and/or dangerous items.
- Conducts research utilizing a computer retrieval system.
- Overseas court calendar and sets hearings.
- Travels to other locations to record hearings.
- Drafts and prepares orders, legal correspondence and documents for judges.

- Responsible for retention of case materials, marks for identification and logs, files, and safeguards evidence.
- May process appeals for the Court of Appeals.
- 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 a trial (can include guns, knives, drugs, drug paraphernalia, graphic photos, etc.).

MINIMUM QUALIFICATIONS

Education: A high school diploma or GED.

Education Substitution: None.

Experience: Two (2) years of experience as a Certified Court Monitor, court case processing, legal secretarial fields, or a related field such as administrative assistant, advanced customer service, or data processing.

Experience Substitution: None.

Typing Certification: A typing certification with a proficiency score of at least 40 net words per minute may be required from the NM Department of Workforce Solutions (www.dws.state.nm.us). The certification must have been issued within two (2) years of application.

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 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: 02/01/17, Rev: 02/18/20, Benefits updated: 2/26/21, 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.