NEW MEXICO JUDICIAL BRANCH

CERTIFIED COURT MONITOR SUPERVISOR
(Classified)

TARGET SALARY: $46,112-$92,223 annually, or $22.169-$44.338 hourly depending upon experience (pay range HH)
LOCATION: Varies, statewide locations
FLSA STATUS: Non-Exempt
JOB CODE: 9082JB
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 administrative direction, supervises staff assigned to monitor court proceedings and ensure accurate, significant, audio/digital recording of judicial proceedings.

EXAMPLES OF JOB DUTIES

- **The Certified Court Monitor Supervisor** is responsible for assigning work to ensure appropriate court monitoring services of judicial proceedings are provided and works as a Certified Court Monitor or Reporter in the courtroom.
- Ensures recordings of judicial proceedings are properly retained for to litigants, attorneys, special commissioners, hearing officers, and judges and provides access to the record for appellate review, trial preparation, and preparation of orders.
- Operates, sets up, troubleshoots, researches, proposes to management, and implements courtroom technology including hardware, software, audio/visual recording equipment improvements, and policies and procedures to improve efficiency and support for the court.
- Trains, supervises, evaluates and motivates a monitoring staff of two or more, which may include leadworkers.
- Coordinates and oversees the scheduling of a monitor pool, approves leave requests, and ensures coverage of hearings and trials.
- Conducts training and certification/re-certification for monitors and other judicial staff.
- Facilitates and directs the accurate and timely filing of appeal, non-appeal and expedited audio transcripts and logs by staff.
- Documents and time-stamps events by generating accurate logs of all significant events, appearances, witnesses, arguments, objections and rulings in judicial proceedings.
- Verifies recordings of proceedings are audible.
- Ensures hearings are properly resulted and coded in the case management database.
- Ensures recorded proceedings are properly saved to the network.
- Accepts, maintains, and files court exhibits, including hazardous or dangerous items, and properly records them in the case management database.

- Reviews court files, oversees court calendar, prepares and sets hearings, and picks up relevant files from judges and clerks.
- Enters data, and ensures staff accurately enters data, in the case management system as required.
- Conducts and facilitates staff meetings, researches and implements changes, new policies and procedures, and develops goals and objectives for staff and the court.
- Conducts research utilizing a computer retrieval system.
- 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.
- May prepare and conduct educational workshops and serve on statewide boards or committees.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of supervisory techniques, managing conflict, and employee development; different types of hearings including jury trials, domestic relations, children's the court, civil, criminal, grand jury. Have a solid understanding of legal abbreviations and terminology; digital recording and word processing software; type with accuracy and proficiency; or physically and electronically compile text and numerical (type) efficiently and accurately; the statutes and rules governing the recording and monitoring of judicial proceedings; rules of Civil and Criminal Procedure; rules of Appellate Procedure; State Records and Retention Statute as it relates to court monitoring, the New Mexico Court Monitor's User Manual; New Mexico Judicial Branch Personnel Rules, policies and procedures; courtroom practices and procedures; litigation support software; legal research methods; the difference between providing information and legal advice; filing systems; handling and maintaining exhibits during trial (may include hazardous items such as guns, knives, drugs, drug paraphernalia, graphic photos, etc.); and touch-typing without viewing the keyboard.

MINIMUM QUALIFICATIONS

Education: A high school diploma or GED.

Education Substitution: None.

Experience: Four (4) years of experience as a Certified Court Monitor, ~~in~~ court case processing, legal secretarial, administrative/clerical, or a related field such as advanced customer service, data processing, or banking financial experience, of which (2) years must have been supervisory experience.

Experience Substitution: Additional post-secondary education in a related field may substitute for up to one (1) year of experience. Thirty (30 semester hours equals one (1) year of experience. Education may not substitute for supervisory 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.

Typing Certification: A typing certification may be required by the Judicial Entity; 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). A touch-typing test may also be required.

Certification: Current or past Certified Court Monitor Certification, or must be obtained within six (6) months of hire from the Board Governing the Recording of Judicial Proceedings.

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: 7/8/23, 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.