NEW MEXICO JUDICIAL BRANCH

CHIEF APPELLATE COURT CLERK 1
(At-Will)

TARGET SALARY: $106,527-$213,054 annually, or $51.2158-$102.430 hourly depending upon experience (pay range PP)
LOCATION: Varies, statewide locations
FLSA STATUS: Exempt
JOB CODE: 8025JB
BENEFITS: Competitive benefits package offered

NEW MEXICO COURT OF APPEALS

The Court of Appeals is New Mexico's intermediate appellate court with jurisdiction over the entire State. The Court of Appeals reviews appeals in all cases, except criminal cases involving sentences of death or life imprisonment, appeals from the Public Regulation Commission, and cases involving habeas corpus. The Court of Appeals has two locations, Santa Fe and Albuquerque.

GENERAL STATEMENT OF DUTIES

Acting under general direction oversees the management and administration of the non-judicial operations of the Court of Appeals and allocating resources in a manner that maximizes efficiency in court operations and enhances service to the public.

EXAMPLES OF JOB DUTIES

- **The Chief Appellate Court Clerk 1** is responsible for the general operational and administrative direction to and supervision of Court of Appeals employees.
- Provides administration and recommendations to judges for court-related programs and initiatives; apprises the Chief Judge of the Court of Appeals on administrative matters.
- Administers or oversees the court's administration including finance, facilities, security, human resources, and information systems, and the non-judicial operations of the court, including probation, case management, and specialty courts.
- Makes recommendations to the Chief Judge regarding the court's budget priorities and develops long and short-term strategic financial goals.
- Performs legal research and analysis and makes recommendations to judges regarding dispositional and interlocutory decisions.
- Rules on procedural motions with granted authority and prepares and issues legally sufficient orders.
- Evaluates cases for jurisdiction and timeliness and closes all cases by preparing legally sufficient mandates
- Advises attorneys and pro se litigants on forms and procedures and provides notification of the court's ruling on pleadings.
- Serves as the Secretary of the Court of Appeals Building Commission and oversees the building manager for the Court of Appeals Courthouse in Albuquerque.
- Manages and assists in the preparation and implementation of the budget and develops long and short-term strategic financial goals.
- Administers and reviews grants, grants acquisition, and administration.

- Prepares and reviews court financial reports, reconciliations, and expenditures and assists in the oversight of all purchases in compliance with the NM Procurement Code.
- Assists in the oversight of the financial audit process and provides reports for auditors and comply with audit findings.
- Supports the oversight and management of the court's assets and inventory.
- Provides oversight of court-wide contracts including preparation, administration, development, and management as it relates to contracting procedures and applicable laws.
- Plans current and future court facility and space needs and works with architects, contractors, vendors, etc. in the modification, maintenance, or upgrade of existing facilities.
- Researches, develops, coordinates, and tracks legislative initiatives and provides testimony and strategies for passage of legislation.
- Hires, manages, organizes, and coordinates the work of professional staff and establishes goals. concerning the development of projects, deadlines, and priorities.
- Represents the Judiciary at legislative or other governmental statewide committees and appears or testifies before commissions and legislative bodies.
- Acts as the custodian of records for inspection of public records' requests.
- Acts as a repository for a variety of court-mandated reports and oaths.
- May act as the Chief Financial Officer (CFO) for the court.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge in budget development, management of multiple and diverse court programs and staff, policy development, delivering presentations to diverse audiences including testifying before a legislative or similar body, and comprehensive and advanced knowledge and understanding of the organization and functions of the judicial branch of government, of the United States and New Mexico constitutions; New Mexico Case law, statutes, rules of procedure, Supreme Court Rules, Rules of Appellate Procedure, Code of Judicial Conduct; the Judicial Standards Commission; Rules of Professional Responsibility; legal proofreading and editing, and legal terminology. Demonstrated ability to lead and direct change that benefits the operations of the court, and provides exemplary leadership.

MINIMUM QUALIFICATIONS

Education: Must be a graduate of a law school meeting the standards of accreditation of the American Bar Association; possess a license to practice law in the State of New Mexico.

Education Substitution: None.

Management Experience: Six (6) years of experience in court management or a criminal justice system including multiples disciplines such as budget, finance, procurement, human resources, contracts administration, or a directly related field, and three (3) years experience supervising and managing a diverse staff; and **Legal Experience:** Six (6) years of experience practicing law either as an attorney or law clerk, of which at least three (3) years' involved appellate practice

Experience Substitution: Relevant graduate-level education may substitute for up to two (2) years of experience at a rate of 30 semester hours equals one (1) year of experience. Education may not substitute for supervisory experience or legal experience.

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: 03/01/98, Rev: 01/01/08, 10/01/13, Audit: 06/27/19, Rev: 12/16/19, Benefits updated: 02/26/21; Audit: 12/31/22, Rev Pay Ranges: 07/08/23; Rev: 12/6/23
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.