NEW MEXICO JUDICIAL BRANCH

COMPILATION EXECUTIVE DIRECTOR

(At-will)

TARGET SALARY: Depending upon experience (pay range ZZ)
LOCATION: Santa Fe, New Mexico
FLSA STATUS: Exempt
JOB CODE: 9035JB
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

Under the administrative direction of the New Mexico Compilation Commission, the Executive Director of the Compilation Commission (Director) shall plan, organize and direct the creation and publication schedule of the New Mexico Statutes Annotated (NMSA), New Mexico Reports, and other print and digital Commission publications. Additionally, the Director shall manage Commission staff and contractors in the editing, marketing, and distribution of all Commission publications and oversee the maintenance of the Commission's complex legal publication database. The Director shall work closely with judicial and legislative entities to ensure timely and accurate publication of New Mexico laws, appellate opinions and court rules. The Director shall ensure efficient and effective administration of the agency's activities and oversee the agency's enterprise fund, annual budget, and collection of account receivables

EXAMPLES OF JOB DUTIES

- **The Compilation Commission Director** is responsible for editing, developing, publishing, and distributing legal publications in electronic and print media as well as managing related information systems.
- Trains, supervises, mentors, evaluates and motivates a Compilation Commission staff of four (4) or more.
- Coordinates editorial teams including proofreaders and lawyer editors in drafting effect of amendment, history and case notes, and compilers notes.
- Tracks history of legislation and court rules.
- Develops and directs the Compilation Commission publication schedule.
- Reviews past legislation to determine publication needs of New Mexico Statute Annotated (NMSA).
- Produces all session publications for the Secretary of State, including session laws, election law handbook and the New Mexico Constitution.
- Oversees all updates of New Mexico Supreme Court and Court of Appeals case citations within integrated databases, ensuring that all released appellate opinions are published per established opinion production schedule as determined by the Court.
- Oversees electronic tagging of laws and court rules for publishing in multi-media formats and provides technical support for publications and users.

- Administers contracts with vendors and outside service providers.
- Develops strategic financial planning concerning staffing including short- and long- term forecasting.
- Establishes policies and procedures for the development, production and timely updating of electronic media products.
- Prepares and presents Director's reports for all NMSA Advisory Committee and New Mexico Compilation Commission meetings.
- Assists in contract preparation, administration, development, management and compliance.
- Develops and oversees RFPs for publishing proposals.
- Prepares status and statistical reports, rules, and procedure manuals.
- Plans, organizes, and develops work and training programs.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate comprehensive knowledge of the New Mexico Legislative process including bill analysis; database management; editorial procedures; XML formatting and management techniques; project management techniques; legal publishing and terminology; technical writing; budget analysis and tracking; contractual management; supervisory techniques and employment law.

MINIMUM QUALIFICATIONS

Education: Undergraduate or graduate degree in law, public administration, or business.

Education Substitution: Additional ten (10) significant experience in legal publishing and marketing or editing of legal publications may substitute for the education requirement.

Experience: Five (5) years combined experience in legal publishing, editing of statutes and appellate opinions, budgetary oversight, legislative processes, administration of legal databases, legal research database training, and development and production of legal publications. Three (3) of the five (5) years, minimum experience must be supervisory in nature.

Experience Substitution: None

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, employee assistance 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: 03/09/98, Rev: 09/01/09, 02/04/20, Benefits updated: 2/26/2021; Rev: 1/21/22; Audit: 12/31/22 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.