NEW MEXICO JUDICIAL BRANCH

COURT EXECUTIVE OFFICER 3
(At-Will)

TARGET SALARY: $115,769-$213,624 annually, or $56.214-$103.730 hourly depending upon experience (pay range QQ)
LOCATION: Varies, statewide locations
FLSA STATUS: Exempt
JOB CODE: 8020JB
BENEFITS: Competitive benefits package offered

NEW MEXICO DISTRICT COURTS

There are thirteen New Mexico District Courts and one Metropolitan Court covering New Mexico's 33 counties, and exist to:

- Serve the community by providing equal access to justice through the fair, timely, and efficient resolution of all cases.
- Carry out their core constitutional function through a variety of means including jury trials, bench trials, treatment court programs, mediation, and alternative dispute resolution.
- Provide jurisdiction over criminal cases, domestic relations, probate cases, children's court, and all general civil cases.
- Strive for accessibility to all persons and entities whether represented by counsel or pro se while adhering closely to the principles of due process and equal protection of the law.
- Make efficient use of all public resources provided to the court by the citizens and residents of the State of New Mexico and be accountable at all times to the public through its representatives for the use of those resources.

GENERAL STATEMENT OF DUTIES

Acting under the direction of the Chief Judge, the Court Executive Officer 3 is responsible for overseeing the management and administration of the court, including administrative services and the non-judicial operations of the court, and allocating resources in a manner that maximizes the efficiency and effectiveness in court operations and enhances service to the public.

EXAMPLES OF JOB DUTIES

- **The Court Executive Officer 3** is responsible for the general operational and administrative direction and supervision of court employees.
- 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 pre-trial services, 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.
- Assists in the oversight, review, and/or preparation of the financial audit process, grant administration, fixed assets, and facility administration.
- Reviews and approves court financial reports, reconciliations, financial statements, or expenditures, and ensures purchases comply with the NM Procurement Code.

- May serve as Chief Financial Officer (CFO) and/or Chief Procurement Officer (CPO) for the court. Ensures CFO and CPO serve the court in accordance with the appropriate statutes, rules, and procedures.
- Manages and oversees the negotiation and management of contracts on behalf of the courts and in accordance with established contracting procedures and applicable laws.
- Manages the court's jury operations including the efficient use of state and citizens' time and resources.
- Plans current and future court facility and space needs; works with county managers, architects, contractors, subcontractors, and vendors in the modification, maintenance, or upgrade of existing facilities.
- In conjunction with the County Sheriff's Department, the Supreme Court, and the AOC, oversees security for the court to provide a safe environment for the court employees and members of the public.
- Collaborates with outside security agencies to ensure the safety and well-being of all judges, staff, and the public.
- Enforces court security measures for information technology, public information, and records including timely responses to IPRA requests and media inquiries.
- Manages uniform record-keeping systems, and collects data on pending and completed judicial business and internal operations as required by the court and Supreme Court.
- Manages facilities in a manner that provides for a safe, secure, and ergonomic work environment.
- Oversees and conducts research, development, coordination, and tracking of legislative initiatives and bills; researches and drafts proposed legislation; provides testimony and develops strategies for passage of legislation; performs bill analyses for effect and impact on the court; analyzes court/program needs and addresses requests from the legislature and other interested parties.
- Serves as a liaison to state, county, municipal or private organizations; consults and collaborates with managers, employees, state agencies, state legislators, the public, press, attorneys, and private vendors.
- Prepares comprehensive status and statistical reports, rules, and procedures, and addresses citizen complaints.
- Serves on internal judicial and external community steering committees to develop and manage efficient court processes and policies, and makes recommendations relevant to the court's jurisdiction and initiatives.
- Advises the court's judges on performance measures and case management best practices, and assists in equitably assigning caseloads to the court's judges.
- Develops and implements information technology solutions for the court, including fixed assets.
- Hires, manages, organizes, and coordinates the work of professional staff. Assists subordinates in establishing and meeting goals, delineates available resources, coaches and motivates staff concerning the development of projects, deadlines, and priorities. Develops and establishes procedures for the successful operation of the court's administrative systems.
- Prepares and reviews statistical reports on court performance measures. Reports on performance measures to the Chief Justice or Chief Judge. Identifies performance hindrances and opportunities for increased performance. Implements new procedures and policies where appropriate.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate a high degree of experience 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. Demonstrated ability to lead and direct change that benefits the operations of the court, and provide exemplary leadership through integrity, honesty, respect, and effective team-building skills.

MINIMUM QUALIFICATIONS

Education: Master's degree from an accredited college or university in Business or Public Administration, Judicial Administration, Criminology, Management, or a directly related field.

> **Education Substitution:** Bachelor's degree from an accredited college or university in Business or Public Administration, Judicial Administration, Criminology, Management, or a directly related field and one (1) year of experience that includes budget, finance, human resources, contracts administration, or a directly related field; plus the experience outlined below.

Experience: Eight (8) years of experience in court management or a criminal justice system overseeing a large public agency or department including multiples disciplines such as budget, finance, procurement, human resources, contracts administration, or a directly related field, and five (5) years of experience supervising and managing a diverse staff.

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 five (5) 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.

> **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*

DISTINGUISHING FACTORS

The criterion to determine the Court Executive Officer classification level is based on the full-time equivalent or FTE of judicial employees, judges, and annual operating budget within the respective judicial district.

The point factor and level of salary information are as follows:

Employees:		Judges:		Budget (recurring GF):	
1 to 50	1 point	1 to 5	1 point	$2.0 - $4.0	1 point
51 to 100	2 points	6 to 10	2 points	$4.1 - $6.5	2 points
101 to 150	3 points	11 to 15	3 points	$6.6 – 11.0	3 points
151 to 200	4 points	16 to 19	4 points	$11.1 - $17.0	4 points
201 to 250	5 points	20 or more	5 points	$17.1 - $23.0	5 points
251 to 300	6 points			$23.1 - $30.0	6 points
more than 300	7 points			$30.1 or more	7 points

Court Executive Officer 1 = 1-5 Points
Court Executive Officer 2 = 6-8 Points
Court Executive Officer 3 = 9 or more Points

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

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History of Job Description: Dev: 11/01/02 Court Administrator 4, Rev: 01/01/07 name change to Court Executive Officer, 10/01/13, Aud: 06/27/19, Rev: 11/01/19, Benefits update: 02/26/21; Audit: 12/31/22, Rev Pay Range: 07/08/23, Rev: 03/15/24 correction to supervisory substitution Rev Pay Range: 07/06/24, Point Scale Revisions 12/11/24, 07/05/25; Rev Pay Range: 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.