NEW MEXICO JUDICIAL BRANCH

COURT MANAGER 2
(Classified)

TARGET SALARY: $59,109-$118,221 annually, or $28.418-$56.837 hourly depending upon experience (pay range JJ)
LOCATION: Varies, statewide locations
FLSA STATUS: Exempt
JOB CODE: 9006JB
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 direction manage operational, administrative, and financial functions of the court and or court division.

EXAMPLES OF JOB DUTIES

- **The Court Manager 2** is responsible for planning, organizing, integrating, and coordinating functions related to fiscal, budget, human resources, and information systems and various court programs.
- Analyzes court dockets and operations to develop processes that will improve case management and court services.
- Compiles and maintains court statistical reports and participates in the budgetary process.
- Oversees the receipt and distribution of all incoming monies, ensures the accuracy of judicial financial records and monitors purchasing responsibilities.
- Ensures all court documents are processed in a timely manner and judicial hearings and calendars are maintained.
- Researches, analyzes, and audits case management issues and provides notarizations.
- Supervises, oversees, trains, and disciplines subordinate employees and directs the distribution of judicial work.
- Leads interview panels for vacant positions and makes recruitment recommendations.
- Serves as statewide multi court liaison with responsibility for the operational improvement of appellate proceedings from metropolitan and district courts.
- Serves as information systems site coordinator or backup to site coordinator.
- Ensures exhibits comply with statutory retention schedules.
- Coordinates program participation with Specialty Programs within the court.
- May act as a court monitor and provides advocacy services to victims.
- Serves on Statewide Boards or Committees and coordinates and schedules meetings.
- May make recommendations regarding budget priorities and develop long and short-term strategic financial goals.
- May directly or indirectly oversee the negotiation and management of contracts on behalf of the court and in accordance with established contracting procedures and applicable laws.

- May manage uniform record-keeping systems, collect data on pending and completed judicial business and internal operations as required by the court and Supreme Court.
- May serve as a courtroom clerk, produce Instant J&Ss, and obtain signatures from the parties/counsel of record, assigned judge, file, and distribute.
- Provide support to other magistrate or district courts within the judicial district.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of case flow management and case processing; supervisory techniques; mediating and managing conflict; legal terminology and phrases; employment law; NM Judicial Branch Personnel Rules, magistrate division and fiscal related policies and procedures; filing methods; knowledge of Specialty Court Programs; Appellate, Civil and Criminal Procedures for appropriate court jurisdiction; auditing case files; research methodology; project management techniques; court fee accounting processes; jury management; court monitoring procedures and equipment; Court Clerk's Procedures Manual and Code of Ethics; court's and States Language Access Policies and access to the Certified Language International Interpreting Line; and judicial organizational structure and other courts jurisdiction; local court rules; hazardous evidence handling; court records maintenance, retention and destruction; governmental agencies; local community services; operations and facilities management; safety and physical security issues; and procurement procedures.

MINIMUM QUALIFICATIONS

Education: A high school diploma or GED.

Education Substitution: None.

Experience: Six (6) years of experience in a legal secretarial or a related field such as advanced customer service, data processing, and banking/financial experience, and two (2) years of experience supervising. Education may not substitute for 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.

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 with a proficiency score of at least 35 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 five (5) years of application.

Certification: May be required to obtain and maintain certification for the National Crime Information Center (NCIC) database. May be requested to complete the New Mexico Court Monitor Certification Examination.

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

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History of Job Description: Dev: 04/13/07 (Court Manager 1), Rev: 05/19/08 (Court Manager 2), Audited: 12/17/14, Rev: 08/04/17, 01/30/20, 01/15/21 (added supervisory substitution), Benefits updated: 02/26/21, Audit: 12/31/22, Rev Pay Range: 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.