NEW MEXICO JUDICIAL BRANCH

COURT SERVICES SPECIALIST

(Classified)

TARGET SALARY: $41,128-$82,256 annually, or $19.773-$39.546 hourly depending upon experience (pay range GG)
LOCATION: Varies, statewide locations
FLSA STATUS: Non-Exempt
JOB CODE: 9014JB
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 supervision perform a variety of court security duties, as well as, administrative and clerical duties, provide technical and courtroom assistance, and work with inventory and equipment.

EXAMPLES OF JOB DUTIES

- **The Court Services Specialist** is responsible for planning, organizing, and coordinating project and security activities, and office functions.
- Prepares, drafts, proofreads, edits, and disseminates documents and correspondence including pleadings.
- Dockets and enters case data and processes into the case management system.
- Maintains a docket or calendar and prepares reports, mail, fax, or documents such as notices, motions, opinions, orders, records, pleadings, memorandum in opposition, and case materials.
- Provides meeting support, sets up information technology / audio / visual equipment, troubleshoots problems, and coordinate's location.
- Ensures accurate court fees are paid and recorded and ensures daily cash receipts are balanced and reconciled.
- Receipts monies track expenditures, prepares bank deposits, and files receipt of fees in appropriate case files.
- Provides public case information to parties, attorneys, law enforcement agencies, and other outside agencies.
- Operates security and/or metal detecting equipment at entrance to courthouse or courtroom.
- Inspects people and packages entering and leaving the building.
- Gives instructions to customers related to public access terminals, microfiche, reader machines, the website, and general information to pro se litigants without giving legal advice.
- Serves as information systems site coordinator or back up to site coordinator and provide technical support.
- Provides information, feedback, and input to internal and external parties.

- Operates and troubleshoots electronics such as television, video, projector, and audio equipment.
- Serve as a court monitor, and provides courtroom assistance.
- Assists with inventory, fleet maintenance, and coordinates and assists with records management.
- Provides jury support in the assembly of potential jurors, provides jury instructions, and assists with jury management.
- May travel to other court locations to provide court services.
- Coordinates with law enforcement agencies on the transportation of inmates to and from the courthouse and/or courtroom.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of general office functions, cash handling procedures; basic knowledge of jury service; filing methods; case processing; knowledge of Specialty Court Programs; research methodology; project management techniques; data collection methods; research methodology; general organizational structure of the judiciary; court monitoring procedures and equipment; and general understanding of the judiciary.

MINIMUM QUALIFICATIONS

Education: A high school diploma or GED.

Education Substitution: None.

Experience: Three (3) years of experience in an administrative, clerical, technical, or IT field.

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.

Certification: 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, and 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: 02/16/15, Rev: 12/16/19, 07/21/20; 9/22/20, Benefits updated 02/26/21, Audited: 12/01/22; Rev: 03/26/26 updated: 02/26/21, Audit: 12/01/22, Rev 03/26/26, 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.