NEW MEXICO JUDICIAL BRANCH

DEPUTY COURT EXECUTIVE OFFICER 1

(Classified or At-Will)

TARGET SALARY: $76,005-$152,011 annually, or $36.541-$73.082 hourly depending upon experience (pay range LL)
LOCATION: Varies, statewide locations
FLSA STATUS: Exempt
JOB CODE: 8001JB (Classified) & 8002JB (At-will)
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

The Deputy Court Executive Officer 1 is responsible for overseeing the management and/or administration of court divisions, such as the administrative services and the non-judicial operations of the court, and manages division and programs through subordinate managers and staff ensuring resources are allocated in a manner that maximizes efficiency in court operations and enhances service to the public.

EXAMPLES OF JOB DUTIES

- **The Deputy Court Executive Officer 1** provides general operational and administrative direction to and supervision of court employees in coordination with the Court Executive Officer and management.
- Supervises subordinate managers or supervisors, and provides guidance and mentorship.
- Oversees departmental work and ensures policies, procedures, and best practices are followed, and performance benchmarks are met.
- Plans, organizes, coordinates, and implements new projects or operations.
- Assists with the oversight and management of administration to include finance, facilities, security, human resources, and information systems, and the non-judicial operations of the court, to include pre-trial services, case management, divisions/departments, and specialty courts.

- Makes recommendations to the Court Executive Officer regarding 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.
- Prepares performance plans, conducts performance evaluations, and drafts corrective communications or written reprimands.
- Makes recommendations to the Administrative Authority regarding employee discipline, application of human resource policies, and other human resource matters.
- May review and approve court financial reports, reconciliations, financial statements, or expenditures, and ensure purchases comply with the NM Procurement Code.
- May serve as Chief Financial Officer and/or Chief Procurement Officer for the court.
- 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 the court's jury operations including the efficient use of state and citizens' time and resources.
- May be responsible for responding to public records requests and new media requests.
- May serve as the point person or assist in a court's emergency operations plan.
- May advise Court Management on emergency operations and preparedness.
- May plan current and future court facility and space needs; work 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 AOC, may assist in the oversight of 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 multiple facilities across multiple counties in a manner that provides for a safe, secure, and ergonomic work environment.
- Assists in the 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.
- May assist and serve as liaison to state, county, municipal or private organizations; consult and collaborate with managers, employees, state agencies, state legislators, the public, press, attorneys, and private vendors.

  May analyze data and court processes, and prepare comprehensive status and statistical reports, rules, procedures, and address citizen complaints.
- May be appointed to internal judicial and external community steering committees to develop and manage efficient court processes and policies, and make recommendations relevant to the court's jurisdiction and initiatives.

- May advise the court's judges on performance measures and case management best practices, and assist in equitably assigning caseloads to the court's judges.
- May develop and implement information technology solutions for the court, including fixed assets.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate experience in budget development, management of programs and staff, policy development, delivering presentations to diverse audiences, and a solid 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: Bachelor's degree from an accredited college or university in Business or Public Administration, Judicial Administration, Criminology, Management, or a directly related field.

Education Substitution: Four (4) years of directly related or relevant experience.

Experience: Three (3) years of experience in court management or a criminal justice system overseeing multiple disciplines such as budget, finance, procurement, human resources, contracts administration, or a directly related field, and one (1) year experience supervising multiple staff.

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.

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 one (1) year of directly related experience may substitute for the supervisory experience provided the incumbent attends the NMJB Supervisory Mentorship Program Training at their earliest opportunity.

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*

REPORTING STRUCTURE:

This position reports to the Court Executive Officer 3, Court Executive Officer 2, Court Executive Officer 1, Deputy Court Executive Officer 3, or Deputy Court Executive Officer 2.

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; Deputy Court Admin 1: Rev: 01/01/08; Deputy Court Exec Off I 10/01/13; Audit: 06/27/19; Rev: 12/04/20; Benefits updated: 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, 07/05/25, 07/04/26; Rev to ex of job duties and added at-will 09/21/26

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.