NEW MEXICO JUDICIAL BRANCH

JUDICIAL SPECIALIST 2
(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: 9102JB
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 prepare and process court documents, perform judicial procedures and work with the court case management system.

EXAMPLES OF JOB DUTIES

- **The Judicial Specialist 2** is responsible for using the case management system to open, docket, and close cases based on judgement details.
- Provides customer service information with a high volume of pro se litigants by providing general procedural information without giving legal advice.
- Uses the case management system to (1) open cases – determine case type/cause of action and assess and receipt filing fee if required; (2) docket cases – review documents and determine appropriate event codes, enter data, scan documents, and link related scanned images; and (3) close cases – determine and enter closing events, disposition type, and judgement details.
- Assesses, receipts, records, and reconciles monies, and prepares bank deposits; follows cash handling procedures.
- Processes, maintains, and distributes documents, files, and case materials.
- Uses electronic filing to review incoming filings for format, signatures, event code, and filing fees.
- Processes and expedites orders of protection.
- Accurately disburses bond payments, and prepares and maintains bond reports.
- Reconciles billing and invoices from contracted vendors provided for Specialty Court Programs.
- Prepares, proofreads, edits and mails out documents such as notices and final orders.
- Executes on case hearings, which may include: orders to show cause, bench warrants, recusals, excusals, pleadings, and rule extensions.
- Maintains cash till and ensures court fees are accurately assessed, paid, receipted, and correctly recorded in the case management system.
- Provides public case information to parties, attorneys, law enforcement agencies, and other outside agencies.
- Orders, reviews, sorts, and organizes jury summons.

- Prepares alpha list, random list, voir dire sheet, and seating chart for jury trials.
- Organizes case files for microfilming, archiving, and destruction.
- Prepares exhibits and hard copy case files.
- Researches automated, hard copy, and microfiche files for case status data.
- Certifies and prepares court records, tapes, logs, and exhibits for cases on appeal to higher courts.
- Ensures the office, courtrooms, and equipment are operational.
- Ensures judicial calendars and schedules are maintained.
- Serves as a court monitor.
- Under general supervision will perform clerical and technical duties involved in case processing, file maintenance, jury management and the conduct of the clerical business of the court.
- Manages jury trial calendar request for judges to schedule upcoming jury trials.
- Advising internal staff of the jury procedures/ when jurors are reporting/ updates on specific trials
- 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.
- The daily routine includes working with prospective jurors. Instructing them on how to complete their information online and/or providing appropriate forms when necessary.
- Other duties include answering phone calls, addressing incoming and outgoing correspondence, maintaining office supplies, etc.
- Coordinates program participation with Specialty Programs within the Court.
- Accepts, maintains, and files court exhibits, which may include hazardous and or dangerous items.
- Gathers, delivers, and files recordings, receipts for log and exhibits to provide accurate record keeping procedures.
- Troubleshoots recording equipment, runs updates, and maintains technical logs.
- Responsible for retention of case material and marks for identification logs, files, and safeguards evidence as a public, sequestered or sealed exhibit.
- Acts as a liaison between court personnel, litigants, or attorney to advance court proceedings.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of legal terminology and phrases; basic knowledge of jury service; filing methods; case processing; knowledge of Specialty Court Programs; research methodology; project management techniques; court fee accounting practices; court monitoring procedures; Court Clerk's Procedures Manual and Code of Ethics; court's and States Language Access Policies, access to the Certified Language International Interpreting Line; and general organizational structure of the judiciary.

MINIMUM QUALIFICATIONS

Education: A high school diploma or GED.

Education Substitution: None.

Experience: Two (2) years of experience in court case processing, a legal secretarial or related field such as advanced customer service, data processing, and/or banking/financial 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.

Typing Certification: A typing certification from the New Mexico Department of Workforce Solutions (www.dws.state.nm.us) or similar may be required. If certification is required, a typing proficiency score of at least 35 net words per minute is mandatory. The New Mexico Workforce Connection Certification must have been issued within five (5) years of application.

Certification: May be requested to complete the NM 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 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: 05/22/00 (Court Judicial Specialist), Rev: 04/13/07 (Court Clerk 2), 11/05/09 (Added optional typing certification), Audited: 12/17/14 (Job title change from Court Clerk 2 to Judicial Specialist 2), Rev: 02/18/20, Benefits updated: 02/26/21, Audited: 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.