NEW MEXICO JUDICIAL BRANCH

JUDICIAL SPECIALIST LEADWORKER
(Classified)

TARGET SALARY: $46,112-$92,223 annually, or $22.169-$44.338 hourly depending upon experience (pay range HH)
LOCATION: Varies, statewide locations
FLSA STATUS: Non-Exempt
JOB CODE: 9104JB
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 lead, mentor, and train others to prepare and process court documents, perform judicial procedures, and work with the court case management system.

EXAMPLES OF JOB DUTIES

- **The Judicial Specialist Leadworker** is responsible for leading, mentoring, overseeing, and training staff in judicial procedures, court/office functions, and court case document processing.
- Provides customer service information to 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.
- Processes and expedites orders of Protection; sets hearings and trials.
- Assesses, receipts, records, reconciles monies, prepares bank deposits, and ensures proper cash handling procedures are followed.
- Processes, maintains, and distributes documents, files, and case materials.
- Processes petitions for Trial Court Extensions of time to proceed to trial.
- Uses the case management system to manage and track cases to ensure compliance with case type, appearance dates, sentencing requirements, and follow through with necessary steps, which may include: orders to show cause, bench warrants, recusals, excusals, pleadings, and rule extensions.
- Serves as a liaison with other court staff, state agencies, and the public.
- Verifies qualifications form and questionnaires are properly completed.
- Schedules jurors and creates jury panels/pools.
- Maintains and updates jury calendars and manages call-ins or robocall systems.
- Maintains cash till and ensures court fees are accurately assessed, paid, receipted, and correctly recorded in the case management system.
- Disburses bond payments and trust funds, and prepares and maintains bond reports.
- Follows proper restitution collection and distribution procedures.
- Ensures the office, its equipment, and courtroom(s) are operational.
- Researches and analyzes case management issues.

- Audits research and when necessary corrects case files.
- May serve as information systems site coordinator or back up to site coordinator.
- Oversees micro photography standards.
- Ensures exhibits comply with statuary retention schedules.
- Performs purchasing duties.
- Provides victims with resource and advocacy information.
- Assists with overseeing the jury administration; reviews, sorts, and organizes jury summons.
- Prepares alpha list, random list, voir dire sheet, and seating chart for jury trials.
- Ensures judicial calendars and schedules are maintained.
- Certifies court records, and prepares hard copy case files with tape logs and transcripts for microfilming, scanning, archiving, and destruction.
- Creates case tracking number and bar code, scans all files appropriately for file destination, and image case documents in the case management system.
- Researches records and complies with public record requests.
- Coordinates program participation with Specialty Programs within the court.
- Analyzes court docket operations to develop and implement processes that will improve case management and court services.
- May be assigned supervisory duties under the mentorship of a supervisor or manager.
- Provides direction and assistance to subordinate staff.
- Participates in short/long-term planning.
- Serves as Court Monitor.
- 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 applicant should demonstrate knowledge of training concepts; project management techniques; legal terminology and phrases; filing methods; case processing; Specialty Court Programs; research methodology; safety and security issues; court fee accounting practices; court monitoring procedures; Court Clerk's Procedures Manual and Code of Ethics; court's and state's 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: Four (4) 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, of which three (3) years must have been in court case processing.

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 with a typing proficiency score of at least 35 net words per minute from the NM Department of Workforce Solutions (www.dws.state.nm.us) may be required. The NM Workforce Connection must have been issued within five (5) days of application.

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

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, 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 Leadworker), Rev: 04/13/07 (Court Clerk Leadworker), 11/05/09 (Added optional typing certification), Audited: 12/17/14 (Job title change from Court Clerk Leadworker to Judicial Specialist Leadworker), Rev: 02/18/20, 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.