NEW MEXICO JUDICIAL BRANCH

JUDICIAL SPECIALIST SENIOR
(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: 9103JB
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 utilizes advanced expertise to prepare and process court documents, perform judicial procedures, and work with the court case management system.

EXAMPLES OF JOB DUTIES

- **The Judicial Specialist Senior** is responsible for ensuring court rules and procedures are followed and case management is conducted in a prompt manner.
- Provides customer service information to a high volume of pro se litigants by providing general procedural information without giving legal advice.
- Assesses, receipts, records, and reconciles monies, prepare bank deposits, and ensures proper cash handling procedures are followed.
- Researches records and complies with public record requests.
- Processes, maintains, and distributes documents, files, and case materials.
- Uses electronic filing to upload and process court issued documents.
- 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.
- Assists with overseeing jury administration; reviews, sorts, and organizes jury summons.
- Prepares alpha list, random list, voir dire sheet, and seating chart for jury trials.
- 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 judgment details.
- Certifies and prepares court records, tapes, logs, and exhibits for cases on appeal to higher courts.
- Sets hearings and trials and orders bench warrants or cancellations.
- Maintains appropriate inventory of drug testing and office supplies.
- 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.

- Processes petitions for Trial Court Extensions of time to proceed to trial.
- Compiles and maintains court statistical reports and documents.
- Processes and expedites orders of protection.
- Accurately disburses bond payments.
- Prepares and maintains bond reports.
- Ensures the office courtrooms, and their equipment are operational.
- Executes on case hearings, which may include: orders to show cause, bench warrants, recusals, excusals, pleadings, and rule extensions.
- Serves as a 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.
- Participates in short/long term planning.
- Schedules jurors and creates jury panels/pools.
- Maintains and updates jury calendars and manages call-ins or robocall system.
- Plan, lead, assigns, mentor, and train employees.
- May be assigned and review the work of two (2) or more judicial branch court clerk staff.
- Serves as a liaison with other court staff, state agencies, and the public.
- May be assigned supervisory duties under the mentorship of a supervisor or manager.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate extensive knowledge in case processing in all types of cases; auditing case files; running reports; cash handling procedures; legal terminology and phrases; filing methods; case processing; knowledge of Specialty Court Programs, Appellate, Civil and Criminal Procedures for appropriate court jurisdiction; research methodology; project; court fee accounting practices and principles; court monitoring procedures and equipment; local court rules; court records maintenance, retention and destruction; municipal, local, state, and federal governmental agencies; 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 procurement procedures.

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.

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 Certification Examination. May be required to 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: 04/13/07 (Court Clerk 3), Rev: 11/05/09 (Added optional typing certification), Audited: 12/17/14 (Job title change from Court Clerk 3 to Judicial Specialist Senior; approved 07/01/15 change implemented 07/01/17), Rev: 02/18/20, Benefits updated: 02/26/21, Audit: 12/31/22, Rev Pay Range: 07/08/23, Rev: 03/15/24 removed supervisory substitution Rev Pay Rage: 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.