NEW MEXICO JUDICIAL BRANCH

JUDICIAL SPECIALIST SUPERVISOR
(Classified)

TARGET SALARY: $51,965-$103,929 annually, or $24.983-$49.966 hourly depending upon experience (pay range II)
LOCATION: Varies, statewide locations
FLSA STATUS: Exempt
JOB CODE: 9205JB
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 oversee the preparation and processing of court documents and financial functions of the clerk's office.

EXAMPLES OF JOB DUTIES

- **The Judicial Specialist Supervisor** is responsible for case and document processing, financial responsibilities, customer service, jury administration, program support, and general clerical and research job functions and responsibilities.
- Plans, assigns, supervises, and reviews the work of two (2) or more judicial branch court clerk staff, which may include leadworkers.
- .Performs case management functions effectively and efficiently ensuring court rules and procedures are followed and cases are processed timely.
- Works with staff to ensure state and federal statutes are consistently maintained, case errors are corrected, and case data is accurate.
- Disburses bond payments and trust funds, prepares, and maintains bond reports.
- Provides appropriate oversight and management of information services and customer assistance with a high volume of pro se litigants.
- Provides general procedural information without giving legal advice.
- Prepares monthly statistics, and case management reports, and maintains logs and records of cases.
- 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.
- Uses electronic filing to process incoming filings and uploads and process court-issued documents.
- Processes and expedites orders of protection; sets hearings and trials.
- Uses the case management system to manage and track cases to ensure compliance with case type appearance dates and sentencing requirements.
- Reconciles billing and invoices from contracted vendors provided for Specialty Court

Programs.

- Oversees that all court documents are processed in a timely and appropriate manner.
- Prepares documents for signature, copy, fax, stamp file documents, process and distribute mail.
- Maintains hard and electronic case files.
- Catalogs and maintains exhibits.
- Certifies court records and prepares hard copy case files with tape logs and transcripts for microfilming, scanning, archiving, and destruction.
- Processes petitions for Trial Court Extensions of time to Proceed to Trial.
- Submits bench warrants and cancellations.
- Assesses, receipts, records, reconciles monies, prepares and makes bank deposits, and ensures proper cash handling procedures are followed.
- Manages accounting functions by accurately applying credits, debits, adjustments and corrects financial errors.
- Creates and oversees restitution collection for Specialty Court Programs.
- Provides case information to relevant parties, attorneys, law enforcement, and other agencies.
- Oversees the jury administration by reviewing, sorting, and organizing jury summons.
- Processes affidavits and excusals while tracking juror statistics and reports.
- Performs research on automated, hard-copy, and microfiche files for case status and provides accurate information.
- Researches and analyzes case management issues to audit and correct when necessary.
- Responds timely and accurately to requests received by the court regarding the Public Records Act.
- Provides victims with resource and advocacy information.
- 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.
- Develops employee performance plans and appraisals, addresses concerns and trouble shoots problem within division and among co-workers.
- 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 management techniques; 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. Extensive knowledge with COVID and public health emergency policies and practices, HR policies and practices, and should also demonstrate extensive knowledge in conflict resolution and proactive communication.

MINIMUM QUALIFICATIONS

Education: A high school diploma or GED.

Experience: Five (5) years of experience in court case processing, a legal secretarial or a related field such as advanced customer service, data processing, and/or banking/financial experience, and two (2) years of supervisory 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. Education may not substitute for supervisory experience.
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> **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 two (2) years of directly related experience may substitute for the supervisory experience provided the incumbent attends the NMJB Supervisory Mentorship Program Training at their earliest opportunity.

Typing Certification: A typing certification with a typing proficiency score of at least 35 net words per minute may be required from the NM Department of Workforce Solutions. The certification must have been issued within five (5) days of application.

Certification: May be required to obtain and maintain certification for the National Crime Information Center (NCIC) database and or 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 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 (Appellate Court, District Court, Magistrate Court & Metropolitan Court Judicial Supervisor), Rev: 04/13/07 (Court Clerk Supervisor), 05/19/08 (Supervising substitution added), 11/05/09 (Added optional typing certification), Audited: 12/17/14 (Job title change to Judicial Specialist Supervisor from Court Clerk Supervisor: approved 07/01/15 change implemented 07/01/17), Rev: 02/18/20, 01/15/21 (added supervisory substitution), Benefits updated: 02/26/21, Audit: 12/31/22, Rev Pay Range: 07/08/23 Rev Pay Range: 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.