NEW MEXICO JUDICIAL BRANCH

LANGUAGE ACCESS COORDINATOR
(Classified)

TARGET SALARY: $66,514-$133,026 annually, or $31.978-$63.955 hourly depending upon experience (pay range KK)
LOCATION: Varies, statewide locations
FLSA STATUS: Exempt
JOB CODE: 9405JB
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 administrative direction plan, organize, coordinate and provide translation, interpreting and other language access services and related training in assigned courts.

EXAMPLES OF JOB DUTIES

- **The Language Access Coordinator** is responsible for implementing, coordinating, managing, and overseeing the Language Access program in assigned courts.
- **This job classification may also be used for Sign Language Access Coordinators.**
- Ensures the fair and impartial administration of justice and due process of the law to those populations who cannot adequately communicate in English.
- Schedules and monitors contract interpreting services for courts and at various locations.
- Communicates program design and goals to courts, staff, clients, and the community.
- Assists courts with language access planning, and language access specialists.
- Delivers interpreting services at proceedings, hearings, and direct service contexts (e.g., clerk's window, jury deliberations, and court ordered services).
- Translates court related documents (domestic violence/relations, protection orders, etc.) from Spanish into English and English into Spanish for New Mexico state courts.
- Monitors and or manages programs database.
- Prepare curriculum and/or workshop materials for training and educational programs and makes formal presentations.
- Develops, revises, and implements policies and procedure manuals.
- Provides direction to contractors and monitors their performance and contract compliance.
- May approve invoices and ensure all applicable procedures are followed.
- May draft and manage contracts and memorandums of understanding.
- May supervise subordinate judicial branch program staff.
- May schedule, plan, organize and facilitate team meetings pertaining to program/clients progress, policies and issues.
- Prepares and publishes periodic or annual statistical reports.
- May develop and prepare detailed expense and budget reports.
- May administer grant projects or programs and ensure compliance with statutory deadlines.

- May complete required grant funds evaluation reporting and requests from city, county, local, state, federal agencies, non-profits and private businesses.
- May draft requests for proposals, invitations to bid, and resulted proposals in compliance with state procurement code.
- May identify incentives from the community that are conducive to skills building and positive behavior for program/participant/clients.
- May coordinates the work of on-site volunteers and contract personnel and ensures compliance with interpreting protocols and ethical standards.
- May participate in community coalitions and makes formal presentations.
- May perform statistical analysis and maintains statistics
- May create, evaluate, and analyze statistical measures, reports, and surveys for programmatic changes to better manage resources and future assignments/needs.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The applicant should demonstrate knowledge of court interpreting and translation; extensive technical and legal vocabulary in English and at least one other language; court and governmental protocols; New Mexico Civil Court System; criminal and juvenile justice; specialty courts; criminal statutes and procedures; New Mexico Criminal Justice Information System; court case initiation procedures; statutes and regulations affecting schools/students; basic contract law; Health Insurance Portability and Accountability (HIPAA) requirements; New Mexico Judicial Branch Rules and Code of Conduct; and crisis management.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree from an accredited college or university in Criminal Justice, Public or Business Administration, Social Sciences, Criminology, Management, Languages, or Interpreting & Translation or a related field.

> **Education Substitution:** Four (4) years of directly related or relevant experience may substitute on a year for year basis.

Experience: Four (4) years of program experience, public or business administration, budget, finance, social services, social work, social sciences, mediation, communications, grant writing, guidance and counseling, law/probation, program management, adult education, training, management of volunteer programs or a closely related field, of which two (2) years must have been in court interpreting experience, plus and one (1) year of supervisory experience.

> **Experience Substitution:** Additional relevant education may substitute for the non-court interpreter experience at a rate of thirty (30) semester credit hours equals one year of 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.

Required Certification: Any of the following Certification: Certified Court Interpreter as recognized by the Administrative Office of the Courts, Federal Court Interpreter Certification, approved by the state of NM to serve as a Justice System Interpreter, or other certifications recognized by the Supreme Court Language Access Advisory Committee. If advertised as Sign Language Access Coordinator the following certification is required: Registry of Interpreters for the Deaf Certification.

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 daily travel within incumbent's assigned statewide region, as well as periodic travel to other statewide regions is required; and periodic statewide overnight 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*

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These benefits vary by job classification or need

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History of Job Description: Dev: 05/27/14, Rev: 03/20/19, 12/16/19, Benefits updated: 02/26/21, Audit: 12/31/22, Rev Pay Range: 07/08/23; Rev: 12/19/23 (clarified travel) 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.