NEW MEXICO JUDICIAL BRANCH

LEGAL OFFICE SPECIALIST
(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: 9460JB
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, serve as a liaison providing legal support to court staff, attorneys, other state agencies and the public.

EXAMPLES OF JOB DUTIES

- **The Legal Office Specialist** is responsible for providing routine legal support according to court rules and guidelines.
- Composes correspondence, notices, and legal documents.
- Performs administrative support functions.
- Keeps court associates apprised of operational and procedural changes.
- Manages and coordinates the timely processing of documents, case files, and statistics.
- Researches legal material and records.
- Analyzes and processes cases, maintains and manages case flow for rule compliance, and stamps and dockets pleadings and legal records.
- Identifies cases for judgments and court orders pursuant to directives by the judge or commissioner.
- Maintains calendar of deadlines and appointments, coordinates the timely processing of documents, and manages office files and records.
- Creates agendas, schedules appointments, prepares materials for meetings, and manages administrative minutes.
- Communicates and applies complex rules for case administration, filing, court procedures, and legal processes under the New Mexico State Law.
- Utilizes and updates legal reference materials.
- Reviews court rules and makes recommendations to address non-routine legal issues that may fall outside court rules and guidelines.
- Provides guidance to, consults, and assists new law clerks and other legal office specialists in the technical and procedural aspects of the job.
- Assists the judge or hearing officer in the courtroom.
- Provides customer service and information to the general public, attorneys, and judicial partners.
- Prepares transport list, data collection, and compiles and prepares statistical reports.

- Prepares legal pleadings, proofreads documents, and follows up on overdue arbitrations.
- Provides assistance for backup and serve as a liaison with state agencies and the public.
- Prepares draft memoranda in areas of law and maintains law library.
- May serve as a court monitor.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of legal terminology; procedures, court rules, policies, and operations; case management systems and applicable software; authorized and unauthorized practices of law; Supreme Court Rules and Regulations; New Mexico One Source of Law and other electronic legal databases; New Mexico Statutes Annotated (NMSA); New Mexico Judicial Branch Personnel Rules; Arbitration, Settlement Facilitation, Alternative Dispute Resolution (ADR), civil and criminal processes, Pro Se, On-Record Appeals, etc.; rules and statutes of Notary Public; office management and customer service practices; research methodology; filings in magistrate court; journal docket; sources for fact gathering; and data collection.

MINIMUM QUALIFICATIONS

Education: Associate's degree from an accredited college or university in any field

> **Education Substitution:** Two (2) years of experience as a legal assistant, legal office specialist, judicial specialist, or directly related field.

Experience: Three (3) years of experience as a legal assistant, legal office specialist, judicial specialist, or directly related field.

> **Experience Substitution:** Additional relevant education may substitute for up to one (1) year of experience. Thirty (30) semester hours equals one (1) year of experience.

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: 03/09/98 (Legal Assistant), Rev: 04/22/06 (Legal Office Specialist), Rev: 11/10/10, 10/28/16, 12/02/19, 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.