NEW MEXICO JUDICIAL BRANCH

STATE LAW LIBRARIAN

(At-will)

TARGET SALARY: $96,133-$192,265 annually, or $46.218-$92.435 hourly depending upon experience (pay range OO)
LOCATION: Varies, statewide locations
FLSA STATUS: Exempt
JOB CODE: 9309JB
BENEFITS: Competitive benefits package offered

NEW MEXICO SUPREME COURT

The Supreme Court is the highest court of the Judicial Branch of State Government. The Supreme Court's mandatory, exclusive appellate jurisdiction includes:

- Capital appeals, appeals from the Public Regulation Commission, and appeals in election challenges.
- Supervisory control over all other courts.
- Regulating attorneys licensed to practice law in New Mexico, and imposing discipline against attorneys and judges for professional misconduct.
- Responsibility for statewide administrative oversight of the entire Judiciary, including the promulgation of rules of practices and procedure and the appointment and oversight over committees, boards, and commissioners.

GENERAL STATEMENT OF DUTIES

Acting under general direction manages the statewide law library operations of the Supreme Court for the New Mexico Judicial branch. Supervision is received from the Supreme Court Chief Justice and Justices.

EXAMPLES OF JOB DUTIES

- **The State Law Librarian** is responsible for planning, organizing, directing, and controlling statewide Law Library activities.
- Trains, supervises, evaluates law librarian staff, attorneys, and other court and legal staff in legal research and analysis, and manages the work of the Supreme Court Law Library.
- Develops strategic and tactical plans and maintains alignment of Law Library strategic objectives with the strategic direction of the Supreme Court.
- Performs statutory duties of the State Law Librarian outlined in NMSA 1978 §§ 34-2-11 through 34-2-15.
- Directs and oversees the operating budget and ensures purchases are within budget and meet end users' needs.
- Provides research and reference services to assist and provide patrons with legal and government documents.
- Participates in a network of librarian professionals and judicial peers.
- Monitors and analyzes state and federal legislation related to library services and testifies at local legislative hearings
- Identifies, formulates and approves policies and procedures for the efficient statewide administration of law libraries.
- Direct formal planning, project management, and performance measurement activities.

- Performs the statutory duties required of a Public Records Commissioner as outlined in NMSA 1978 §§ 14-3-3 and 14-3-4 (1959, as amended through 2015).
- Ensures technical resources are managed and technical solutions are implemented.
- Coordinates and oversees the statewide provision of online legal research services to the Judiciary and general public.
- Serves on various committees to provide input regarding policies and procedures that affect the judicial libraries.
- Oversees contract negotiations, agreements, contractual services, and hardware purchases.
- Makes final acquisition and retention decisions for library materials, taking into account considerations of budget, shelf space, probable historical importance, and immediate relevance to the members of the bench and bar.
- Provides direction in vendor research and preparation of RFPs, the scope of work, payment plans, and final approval on all purchases.
- Maintains current knowledge of library science, computer applications, law, and safety technology.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of library administrative functions, including budgetary, human resources, collection development, and space usage; New Mexico and federal law, interpretation of case law, constitution and statutes, court rules and regulations; legal research and the legislative process; substantive law of copyright, privacy, public access to information, records retention and professional standards regarding library confidentiality and ethics; principles, methods and techniques of records management; court functions, responsibilities and procedures; supervisory techniques; budget processes; legal research and analysis; reference interview procedures; legal and interdisciplinary research methodology, resources, and analysis; digital publishing; library automation systems; government documents,; library acquisitions processes; Library of Congress guidelines, MARC standards, Anglo-American Cataloging Rules 2nd (AARCR2), and RDA guidelines, standards, and schedules on bibliographic organization, and database structure and use; Federal Depository guidelines and practices and emerging trends in government information publication and dissemination; legal terminology; court case management; basic financial and accounting standards; and statistical analysis.

MINIMUM QUALIFICATIONS

Education: Master's Degree in Library Science from an American Library Association accredited college or university.

Education Substitution: None.

Experience: Eight (8) years of experience as a librarian managing administrative functions of a law library; of which three (3) years experience must have been as a supervisor.

Experience Substitution: None.

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, Rev: 12/07/07, Audit: 08/11/12, Rev: 04/26/18, 02/12/20, Benefits updated: 2/26/2021; Audit: 12/31/2022, 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.