

NEW MEXICO JUDICIAL BRANCH

TRAINING COORDINATOR

(Classified)

TARGET SALARY: \$59,109-\$118,221 annually, or \$28.418-\$56.837 hourly depending upon experience (pay range JJ)

LOCATION: Varies, statewide locations

FLSA STATUS: Exempt

JOB CODE: 1310JB

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, direct, develop, plan, facilitate, integrate, coordinate and organize training and employee development programs; work with Judges, Human Resources, managers, court personnel and various governmental agencies on planning, coordinating and conducting trainings.

EXAMPLES OF JOB DUTIES

- **The Training Coordinator** collaborates with Judiciary managers to develop and evaluate training programs, goals, and methodologies.
- Identifies training objectives for a judicial entity and/or divisions.
- Researches, develops, and presents train-the-trainer instruction and individual or group training sessions.
- Conducts employee training including new employee orientation.
- Trains employees to effectively utilize Judiciary and court software and technology.
- Instructs employees in court and legal terminology, court procedures (i.e. indictment, sequestration) forms, and types of court cases.
- Prepares lesson plans, course content, curriculums, and training materials.
- Develops and coordinates workshops for a group or organization-based training.
- Works with managers, supervisors, special groups and subject matter experts in designing training programs, court processes, action plans, and implementation schedules.
- Prepares, develops, or revises standardized training manuals and materials for supervisors, employees, and training programs.
- Provides training materials in multimedia learning tools and training materials.
- Develops, plans, and coordinates court conferences, educational seminars, and specialized training for judges, court personnel, and various stakeholders.
- Collects data to establish training needs and prepares analytics to demonstrate support training effectiveness.
- Measures employees information retention rates through the use of tests and quizzes on materials.
- Researches and stays up to date on current adult education training processes and procedures to improve effectiveness.

- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of techniques for coordinating multiple training projects, including setting goals, establishing timelines, and identifying resources, adult learning styles, training needs assessments, training evaluation methods, recognized methods of policy analysis and program evaluation, principles and practices of public and court administration, customer service practices, web-based training programs, curriculum development, statistical measurements, human-resource related topics and project analysis and management. Applicant should have the ability to prioritize workload, be self-motivated, and work in a fast-paced environment, with strong problem-solving skills and attention to detail.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree in Business Administration, Public Administration, Human Resource Management, Education or a related field.

Education Substitution: Relevant experience may substitute for education on a year-for-year basis.

Experience: Two (2) years of experience in planning, administering and evaluating judicial education or employee training and development programs in a court or adult education environment of which one (1) year must have been in software training including applicable case management software, Word, Word Perfect, Excel, PowerPoint.

Experience Substitution: Relevant education may substitute for experience at a rate of 30 semester hours equals one year.

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: 06/25/04, Rev: 05/14/10, 10/30/15, 11/01/19, 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