NEW MEXICO JUDICIAL BRANCH

TRIAL COURT ADMINISTRATIVE ASSISTANT (TCAA)

(At-Will)

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: Not Covered
JOB CODE: 9020JB
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 of a Judge ensures the efficient administrative operation of the Judge's office and serve as liaison and Judge's representative to other court staff, Judges, other governmental agencies, attorneys, and the public.

EXAMPLES OF JOB DUTIES

- **The Trial Court Administrative Assistant** is responsible for managing, e-filing, and researching cases in the case management system and calendaring and scheduling hearings for a judge, including but not limited to motions, scheduling conferences, temporary restraining orders, preliminary and permanent injunctions, and orders to show cause, pre-trial conferences, jury trials, and bench trials.
- Prepares bond and release orders, dockets court orders to process warrants, and checks jail logs.
- Researches, drafts, and prepares documents, orders, agendas, and correspondence for Judge's review and approval.
- Prepares legal pleadings and drafts correspondence and orders to assist a Judge (i.e. pre-trials, temporary restraining, show cause, Rule 1-016 Scheduling Orders, permanent restraining transport, and competency orders name change, warrants and custom orders);
- Conducts bond notices on arraignments and domestic violence hearings.
- Assists pro se litigants, provides legal forms, and procedural information, manages cases, composes legal correspondence, and prepares statistical reports.
- Oversees jury certificates, and trial-seating charts, and edits jury instructions and questionnaires.
- Prepares referrals to support programs such as mediations, settlement facilitations, the Foreclosure Settlement Programs, guardianship hearing officers, staff attorneys, and other hearing officers.
- Conducts Motor Vehicle Department case research with officers and agencies.
- Screens petitions for domestic violence/civil restraining order cases.
- Coordinates court reporters, monitors, bailiffs, litigants, attorneys, interpreters and security for court proceedings.

- General office duties including: answering phones, responding to emails, filing, calling court clients, assisting court clients with virtual settings, and assisting with identifying data in reports to improve office and court operations.
- Prepares and maintains comprehensive logs of all pending guardianship and conservatorship cases, which requires review and updating on a continual basis.
- Creates yearly jury and bench docket calendars, in advance, for a judge.
- Reviews case event reports and takes action where indicated including drafting correspondence, generating draft orders, and setting status hearings.
- Check jail logs and facilitate inmate appearances in person or by audio/video.
- Provides public case information to parties, attorneys, law enforcement agencies, and other outside agencies.
- Assists and coordinates with other judge offices to accommodate judges and staff on leave, including assistance in managing and conducting jury trials, bench trials, hearings, and other matters.
- Coordinate with other agencies and departments within the judiciary and court staff to manage cases and case documents, case filings, and case status. Research and correct errors found in the electronic case management system.
- Run, evaluate, and summarize reports in assisting judges, including but not limited to running and verifying reports on pending cases, cases under bankruptcy, and guardianship cases.
- Evaluation and assessment of all proposed-text emails to a judge email account, including the attachments, to ensure parties and counsel follow proper court and filing procedures before forwarding to a judge for review. Requires knowledge and understanding of court rules for filing and document preparation in receiving large volume of emails. Requires accurate and appropriate response communications for submissions that do not meet court rules and protocols.
- Coordinate and conduct pre-trial meetings with counsel and parties prior to trial to give instruction on technology and any other logistics needed prior to and during trial.
- Tracks and prepares travel or other reimbursement requests.
- Coordinates the timely processing of documents.
- May supervise.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of legal terminology, citations and procedures; court rules and operations; case management systems; legal research, including electronic databases such as Westlaw Next, Lexis, and New Mexico One Source of Law; legal materials such as New Mexico Statutes Annotated (NMSA); legal citation/use and English writing style such as *The Bluebook: A Uniform System of Citation* and other legal reference materials; Supreme Court and Appellate Court Rules; Alternative Dispute Resolution (ADR); rules and statues of Notary Public; assigned court(s) and procedures (i.e., civil, criminal, drug, mental health, homeless, domestic violence, student loans, guardianships, conservatorships, abuse and neglect, probate, lower court appeals and DWI cases); electronic rules and filing procedures; court procedural information versus legal advice; cultural diversity; calendaring and case file scanning; court case management system and applied programs; organizational management; conflict resolution; research methodology; filings in magistrate court; journal

docket; dictation and transcription as required by the Judge, and court monitoring equipment. Provides extensive customer service information to public, parties, attorneys, and law enforcement agencies and communicates case information with court staff, judges and other governmental entities. Coordinates the timely processing of documents. Answers telephones and provides information as needed. Manages office files and records. Coordinates with other agencies and court staff to manage cases and case documents.

MINIMUM QUALIFICATIONS

Education: Associate's degree in any field.

Education Substitution: Two (2) years of directly related or relevant experience.

Experience: Three (3) years of court case processing, professional legal secretarial or office management experience.

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

Certification: Court Monitor Certification must be obtained within three (3) months for district courts without pools of court monitors, or if required by the Judge or by the Court Executive Officer. If certification is required, it shall be done in accordance with the Rules of the Board Governing the Recording of Judicial Proceedings.

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. Extended periods of sitting and computer use. Due to expanding responsibilities and shortage of staff, works after hours and on weekends with only flextime available, which often cannot be used due to the limit of time to complete all tasks.

** 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: 03/01/98, Rev: 01/01/05, 05/14/10, 10/30/15, 12/16/19, 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.