NEW MEXICO JUDICIAL BRANCH

INFORMATION TECHNOLOGY TRAINING 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: 9693JB
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 the direction of the Judicial Information Division (JID), develop, plan, facilitate, integrate, coordinate and organize training curriculums for Information Technology applications.

EXAMPLES OF JOB DUTIES

- **The IT Training Coordinator** is responsible for collaborating with court managers and staff to evaluate training programs and to collect data to establish training needs.
- Develops individual and group trainings for the business processes and standard operating procedures (SOP) for the Odyssey Case Management System.
- Maintain knowledge of the latest trends in court training, and analyze training needs on a continuous basis.
- Identifies training goals and objectives for the Judiciary court and/or divisions.
- Plans and initiates training methodology, communication policies and procedures and other agency needs.
- Trains employees to effectively utilize court software and technology.
- Instructs employees on legal terminology and court procedures and protocols.
- Develops specifications for course content, lesson plans, and curriculum.
- Works with various governmental entities to plan, coordinate, and conduct trainings and monitors results to determine additional training needs.
- Coordinates, organizes, conducts and participates in educational seminars and court conferences for judges, court personnel, and related agencies.
- Prepares statistical reports rules and procedures.
- Participates as a member in special committees or hiring panels.
- Schedules and orients community interns and volunteers.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of judicial education; case management software; coordinating multiple training projects and identifying resources; adult learning styles; training needs assessment, training evaluation methods, recognized methods of policy analysis and

program evaluation; principles and practices of public and court administration; web based training programs; curriculum development; statistical measurement; software applications and judicial organizational structure.

MINIMUM QUALIFICATIONS

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

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

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

> **Experience Substitution:** Relevant education may substitute for one year of 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, employeeassistance 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: 06/26/18, Rev: 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.