# NEW MEXICO JUDICIAL BRANCH

## JUDICIAL STANDARDS COMMISSION INVESTIGATION AND CLERK 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:** Exempt
**BENEFITS:** Competitive benefits package offered

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### NEW MEXICO JUDICIAL STANDARDS COMMISSION

The New Mexico Judicial Standards Commission is an independent state agency within the judicial branch of the state government. The Commission is charged with investigating allegations of misconduct and disability against New Mexico state, county, and municipal judges within Article VI of the New Mexico Constitution.

### GENERAL STATEMENT OF DUTIES

Acting under general supervision assists the Judicial Standards Commission (JSC) Executive Director, Deputy Director, staff attorneys, Investigative Trial Counsel, and other Commission support staff with the investigation and litigation of matters before the Commission involving the removal, retirement, or discipline of judges.

### EXAMPLES OF JOB DUTIES

- **The JSC Investigation and Clerk Specialist** is responsible for performing routine legal support work, maintaining case files and data, statistics, researching materials and performing other administrate support functions.
- Assists with witness identification, location and interviews, obtains court files and various types of evidence.
- Provides customer service, information, and assistance to the public, judges, attorneys, court staff, and other agencies.
- Coordinates the timely processing of documents, data, correspondence, etc.
- Schedules appointments and prepares materials for meetings.
- Files, stamps and dockets all documents/pleadings.
- Maintains office files and records and assists in maintaining calendars of deadlines or appointments.
- Prepares and drafts routine orders, pleadings, affidavits, notices and orders pursuant to directive by court staff.
- Communicates and applies Commission rules and protocols for case review, administration, filing, procedures and legal process.
- Provides guidance, consultation and assistance to new staff in the technical and procedural aspects of their job.
- Coordinates with other agencies and staff to manage cases and case documents
- Prepares legal pleadings and drafts memoranda's.
- Collects and organizes data and statistics.
- Serves as a Court Monitor or a liaison with other staff, state agencies and the public.
- Other duties as assigned.

## COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of New Mexico law and court procedures, basics of trial preparation, investigation, interview and surveillance techniques, and evidence gathering. Knowledge of the differences between authorized practices and the unauthorized practices of law; knowledge of legal terminology and procedures, court rules, policies, and operations; case management systems and applicable software; New Mexico Statutes Annotated (NMSA); Supreme Court Rules and Regulations; New Mexico One Source; and other legal reference materials; court and Commission procedures versus legal advice; and sources for fact gathering, data collection and retrieving information. Fluency in Spanish is an asset.

## MINIMUM QUALIFICATIONS

**Education:** Associates degree from an accredited college or university in Criminology, Criminal Justice, Police Science, Paralegal studies, or a directly related field.

> **Education Substitution:** Two (2) years' of directly related or relevant experience may substitute on a year for year basis.

**Experience:** Three (3) years' of experience as a work experience as a peace officer, detective, investigator, legal assistant, legal office specialist, court clerk, or in a related field. Experience in criminal, civil, domestic relations, or administrative law preferred.

> **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/Licensure:** Peace officer certification is an asset, but is not required. If candidate holds or held a peace officer certification, it must be in good standing in New Mexico and all other states where licensure or certification is held.

## 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, and 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: 06/18/13, Rev: 06/27/18, 02/18/20, Benefits updated: 2/26/21, 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 505/827-4810. Applications and resumes including a supplemental application must be submitted to apply. Applications may be found online at nmcourts.gov.