NEW MEXICO JUDICIAL BRANCH

JUDICIAL STANDARDS COMMISSION
LEGAL AND FINANCIAL ASSISTANT 1
(Classified)

TARGET SALARY: $37,155-$74,310 annually, or $17.863-$35.726 hourly depending upon experience (pay range FF)
LOCATION: Varies, statewide locations
FLSA STATUS: Non-Exempt
BENEFITS: Competitive benefits package offered

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 assist the Judicial Standards Commission (JSC) Executive Director, attorneys, and support staff in preparing and processing pleadings and documents.

EXAMPLES OF JOB DUTIES

- **The JSC Legal and Financial Assistant 1** is responsible for providing reliable fiscal accounting services, processing and maintaining documents and case management files.
- Provides customer service and information to the public, attorneys, judges, law enforcement, and state and government agencies.
- Maintains files and coordinates document destruction.
- Interacts with Commissioners, presiding officers, respondents and/or opposing counsel.
- Uses the case management system to (1) open cases in JSC database, determines case type and complainant, (2) dockets complaint-review documents and determines appropriate action, scans documents, links related documents, and maintains case management electronic and paper files, (3) closes cases, determines and enters closing event and date into the JSC database system.
- Performs Deputy Clerk of the Commission duties, including file stamp pleadings.
- Issues and serves subpoenas and maintains subpoena log.
- Records hearings and maintains case docket sheets.
- Preserves exhibits for trial.
- Assembles Commission meeting materials and trial notebooks.
- Certifies clerk files to Supreme Court and prepares office and hearing room for Commission meetings.
- Communicates with witnesses.
- Mails complaint forms and brochures and reconciles postage log.
- Drafts and prepares routine correspondence and pleadings.
- Opens new cases and enters statistics into docket book, maintains case docket sheets.
- Prepares, organizes, scans, catalogs, and Bates Stamp documents for electronic storage and use.

- Prepares, copies, files, archives and mails correspondence and financial documents.
- May process and post vouchers, encumbrances, warrants and warrant cancellations. May track the vouchers in the accounting software, perform post-payment checks, review vouchers and invoices for accuracy.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of filing systems; the differences between authorized practices and the unauthorized practices of law; knowledge of legal terminology and procedures, policies, and operations; accounts payable and accounts receivable experience; and basic accounting. Fluency in Spanish is an asset.

MINIMUM QUALIFICATIONS

Education: A high school diploma or GED.

Education Substitution: none

Experience: Three (3) years' of experience in court case processing, legal secretarial or related field. Accounts payable experience is preferred as the position may perform accounts payable duties.

Experience Substitution: Additional post-secondary education in a related field may substitute for up to one (1) year of experience. Thirty (30) semester hours' equals one (1) year of experience

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, 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: 06/01/19, Rev: 02/18/20, Benefits updated: 2/26/2021, 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.