

# NEW MEXICO JUDICIAL BRANCH

## AOC COURT EDUCATION INSTITUTE CURRICULUM DESIGNER (Classified)

**TARGET SALARY:** \$54,633-\$109,269 annually, or \$26.266-\$52.533 hourly depending upon experience (pay range JJ)

**LOCATION:** Varies, statewide locations

**FLSA STATUS:** Exempt

**JOB CODE:** 1102JB

**BENEFITS:** Competitive benefits package offered

### ADMINISTRATIVE OFFICE OF THE COURTS (AOC)

The Administrative Office of the Courts exists to enable the courts of New Mexico to accomplish their mission through:

- Ensuring that the courts have adequate, equitably distributed resources.
- Ensuring that the courts have and use current technology.
- Providing a fair and equitable statewide human resources system.
- Developing and implementing improved court processes and supporting courts in their use.
- Collecting and providing information on and for the courts.
- Ensuring sound financial, budgeting and procurement practices in the management of court resources.
- Maintaining liaison with the legislative and executive branches of state government.

### GENERAL STATEMENT OF DUTIES

Acting under the direction of the AOC Court Education Institute (CEI) Director, develop, plan, facilitate, integrate, coordinate and organize education and training curricula for judicial officers and employees.

### EXAMPLES OF JOB DUTIES

- **The AOC Court Education Institute Curriculum Designer**
- Develop individual and group trainings for judicial officers and employees.
- Develop faculty training program to establish a pool of presenters with subject matter expertise who are versed in the principles and best practices of adult education.
- Maintain knowledge of the latest trends in court education, and analyze training needs on a continuous basis.
- Identify training goals and objectives for the Judiciary, courts, and/or divisions.
- Plan and initiate training methodology, communication policies and procedures and other agency needs.
- Develop specifications for course content, lesson plans, and curriculum.
- Set learning objectives for every course.
- Provide necessary instructions to the trainees about using the training manuals correctly.
- Produce attractive training course content such as manuals, videos, quizzes, and activities.
- Work with various governmental entities to plan, coordinate, and conduct trainings and monitor results to determine additional training needs.
- Coordinate, organize, conduct and participate in educational seminars and court conferences for judges, court personnel, and related agencies.

- Prepare statistical reports, rules, and procedures.
- Develop and coordinate workshops for a group or organization-based training.
- Prepare, develop, or revise standardized training manuals and materials for judicial officers, employees, and training programs.
- Provide training materials and multimedia learning tools.
- Develop, plan, and coordinate court conferences, educational seminars, and specialized training for judges, court personnel, and various stakeholders.
- Measure employees' information retention rates through the use of tests and quizzes on materials.
- Research and stay up to date on current adult education training processes and procedures to improve effectiveness.
- Collect data to establish training needs and prepare analytics to demonstrate support training effectiveness.
- Participate as a member in special committees or hiring panels.
- Other duties as assigned.

### **COMPETENCIES/QUALIFICATIONS**

The ideal candidate must have demonstrated knowledge of and experience with applying adult education principles and best practices in the development of curriculum and educational programs; 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; curriculum development; excellent organizational and communication (verbal and writing) skills; the ability to plan, coordinate, and manage multiple projects simultaneously; proficiency in computer and office software (email, calendars, leave reporting system); experience with using online learning and virtual meeting platforms;

### **MINIMUM QUALIFICATIONS**

**Education:** Bachelor's Degree from an accredited college or university in Business Administration, Public Administration, Human Resources, Psychology, education-related, or a directly 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, 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 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. Must be able to travel to local and out-of-state meetings and

educational programs. 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 time off, up to eight (8) weeks
- Paid time off and retirement buyback
- 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: 1/25/2023, Rev: name change to Court Education Institute Curriculum Designer  
6/5/2023, Rev Pay Range: 07/08/23

---

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](http://nmcourts.gov).