

NEW MEXICO JUDICIAL BRANCH

AOC COURT EDUCATION INSTITUTE SPECIALIST SENIOR

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: 1104JB

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

Under the general supervision of the AOC Court Education Institute Director identify judicial employees' education needs and coordinate the delivery of education programs, education events, and training to meet those needs.

EXAMPLES OF JOB DUTIES

- **The AOC Court Education Institute Specialist Senior** is responsible for identifying training needs and opportunities and assisting in delivering training that may cover several different levels of courts and the AOC.
- Provide training and presentations and facilitate discussions in a learning format independently or as a co-trainer/facilitator.
- Review and circulate information about virtual judicial education opportunities.
- Research potential topics and speakers before training events.
- Assist in developing an onboarding and mentorship program for new judges.
- Provide course instruction, coordinate curriculum development, plan program logistics and produce written materials.
- Provide judicial officers with information on mentoring programs.
- Identify trends and needs in training topics and make recommendations.
- Develop and implement program/project timelines and checklists.
- Maintain written and oral communication with committees and workgroups, AOC divisions, CEI division director, the Courts, and others as appropriate.
- Consult with internal and external stakeholders on curriculum and program development.
- Provide performance evaluation to judicial officers and employees after each training and work with presenters and curriculum developers to improve performance and teaching methods.

- Coordinate online and remote training for judicial officers; including training on specific judicial officer questions or concerns.
- Facilitate specific meetings and educational events.
- Identify topics, delivery methods, and communicate the availability of programs and training opportunities.
- Collaborate with other organizations to provide necessary education and training to judicial officers and employees.
- Serve as an expert in adult and judicial branch training and education.
- Work as a subject matter expert in certain areas, and identify subject matter experts in other areas who will design, develop and revise materials used by program participants and presenters to conduct an educational program.
- Acts as a resource by providing information regarding trends in continuing professional education, best practices, and best methods and techniques to engage an audience.
- Maintain ongoing contact with members of the New Mexico Judicial Branch including judges, court executives, and court staff to identify and understand their educational needs and the issues driving those needs.
- 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 coordination and delivery of curriculum and educational programs; excellent organizational and communication (verbal and writing) skills; proficiency in computer and office software (email, calendars, leave reporting system); experience with using online learning and virtual meeting platforms; knowledge and/or court experience; understanding of adult learning theories; knowledge of adult education principles, skill and ability regarding the development and delivery of adult education programs; knowledge and experience in the delivery and evaluation of education programs; ability to manage multiple simultaneous projects and tasks; ability to self-direct work projects and make resource priority decisions which facilitate the completion of all required projects.

MINIMUM QUALIFICATIONS

Education: Bachelor's Degree from an accredited college or university in education, business, criminal justice or a directly related field.

Education Substitution: Four (4) years of judicial education and/or adult education experience may substitute for education on a year-for-year basis.

Experience: Five (5) years of experience in judicial education, adult education, or court experience.

Experience Substitution: Additional relevant education may substitute for experience at a rate of thirty (30) semester credit hours equals one 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. 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 Specialist Sr. 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.