

# NEW MEXICO JUDICIAL BRANCH

## AOC COURT SERVICES DIVISION DIRECTOR

(At-Will)

**TARGET SALARY:** \$98,463-\$196,924 annually, or \$47.338-\$94.675 hourly depending upon experience (pay range PP)

**LOCATION:** Varies, statewide locations

**FLSA STATUS:** Exempt

**JOB CODE:** 8040JB

**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.
- Managing and accounting for the collection of revenue.
- 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**

Directs the Court Services Division of the Administrative Office of the Courts for the New Mexico Judicial Branch. Supervision is received from the AOC Director and Supreme Court Chief Justice.

### **EXAMPLES OF JOB DUTIES**

- **The AOC Court Services Division Director** initiates, designs, develops, and implements Court Services business and management practices in support of the New Mexico Judiciary.
- Directs various management programs for the New Mexico Judiciary including but not limited to: Language Access Services, Jury and Witness, Problem Solving Courts including Drug Courts, Tribal States Judicial Consortium, Judicial Performance Evaluation, Pretrial Services, and other special management projects.
- Consults and collaborates with various levels of the Judicial Branch employees, other state agencies, Legislators, the public, private vendors and corporate entities.
- Hires, manages, organizes, and coordinates the work of diverse statewide program managers and staff, establishes Division expectations and provides employee performance feedback on an ongoing and annual basis. Assists subordinates in establishing and meeting goals, delineates available resources, coaches and motivates staff concerning the development of projects, deadlines, and priorities. Develops and establishes procedures for the successful operation of the Division's administrative systems

- Collects court data for analytics; oversees grant administration and reporting; prepares and monitors Division and program budgets and establishes budget priorities to assist in the preparation of budget expansion requests.
- Assesses needs of and advocates for resources for programs within the Division.
- Conducts interim and final Judicial Performance Evaluations for Judges statewide. Directs, develops and implements court projects and management studies, such as judicial performance of Judges, and other special management projects.
- Researches and drafts proposed legislation and provides testimony to the state legislature. Lobbies for legislative support on behalf of projects and/or the Judicial Branch; prepares bill analyses to assess the impact of proposed legislation and assists in developing strategies for passage of legislation. Prepares and presents presentations; serves on statewide or local committees; speaks at national, state and local conferences regarding project initiatives; manages and directs project contractors and associated budget; keeps up to date with the latest trends in court management locally and nationally.
- Other duties as assigned.

### **COMPETENCIES/QUALIFICATIONS**

The successful applicant should demonstrate advanced knowledge of the principles and practices of public and court administration and management practices and techniques for managing multiple and diverse statewide projects. Experience with legislative and budget processes, organization and general operations of a court system and government as well as skill analyzing and assessing court operations, and evaluating court program services.

### **MINIMUM QUALIFICATIONS**

**Education:** Master's degree from an accredited college or university in Business Administration, Public Administration, Judicial Administration, Criminology, Management, or a directly related field.

**Education Substitution:** None

**Experience:** Eight (8) years of experience in court management, a criminal justice system or public administration overseeing multiple disciplines such as: budget, finance, procurement, human resources, contracts administration, or management of specialty court programs including Language Access Services, Jury and Witness, Problem Solving Courts including Drug Courts, Tribal States Judicial Consortium, Judicial Performance Evaluation, and Pretrial Services; and three (3) years of experience supervising diverse staff.

**Experience Substitution:** Additional relevant education at the Master's degree level may substitute for experience at a rate of thirty (30) semester hours equals one year of experience. Education may not substitute for supervisory 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, 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: 10/01/97, Rev: 10/01/04, 05/01/10, 10/01/16, 10/01/18, Audited: 06/27/19, Rev: 11/01/19, Benefits updated: 02/26/21, Audit: 12/31/22, Rev Pay Range: 07/08/23

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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).