

# NEW MEXICO JUDICIAL BRANCH

## AOC EXECUTIVE STAFF SUPPORT MANAGER

(At-Will)

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

**LOCATION:** Varies, statewide locations

**FLSA STATUS:** Exempt

**JOB CODE:** 9022JB

**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 general direction provides high-level technical and administrative support to staff and to the AOC Director, and AOC Division Directors.

### **EXAMPLES OF JOB DUTIES**

- **The AOC Executive Staff Support Manager** acts as the primary executive administrative support to the AOC Director.
- Completes special projects and manages the office of the AOC Director.
- Plans meetings including all-hands and legislative meetings, assists with AOC Director in legislative initiatives, tracking, and review.
- Drafts reports, letters, and other written communications for the AOC Director.
- Facilitates communication among judicial entities, outside agencies, and legislative bodies.
- Assists Justices, Judges, and others, as assigned by the AOC Director, in support of statewide Judicial Branch initiatives.
- Plans meetings, including all-hands and legislative meetings, and assists the AOC Director in legislative initiatives, tracking and review.
- Plans, organizes, integrates, and coordinates day-to-day project activities.
- Consolidates, prepares, and publishes statewide summary budget documents, annual reports, strategic plans, and associated materials.
- Tracks legislation and bills including bill analysis, and bill assignments, and provides daily updates on the progress of bills related to the judiciary.

- Oversees office management responsibilities including coordination of office moves/space, telephone lines, phone list maintenance, etc.
- Serves as administrative support for the Budget Committee, Chief Judges Council, and the Judicial Compensation Commission.
- Organizes and prepares complex technical and detailed documents and materials for meetings including agendas and minutes, for use by the AOC Director, Budget Committee, Chief Judges Council, Judicial Compensation Commission, Criminal Justice Task Force, Governor's Task Force on Equity in the Judiciary Legislators, AOC Division Directors including the AOC Deputy Director and others.
- Other duties as assigned.

## **COMPETENCIES/QUALIFICATIONS**

The successful applicant should demonstrate advanced knowledge of the principles and practices of public and court administration; general local government functions; public and media resources and relations; and the use of Microsoft Word, Excel, Publisher, and PowerPoint.

## **MINIMUM QUALIFICATIONS**

**Education:** Associate degree in any field from an accredited college or university.

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

**Experience:** Five (5) years of experience as a legal office specialist, administrative assistant, program/project coordinator or manager, or directly related field.

**Experience Substitution:** Completion of the Judicial Studies Certificate will substitute for one (1) year of experience. 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, 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: 04/13/07 (AOC Executive Assistant to the Director), Audited: 09/14/12, Rev: 01/12/19 (Name change to AOC Executive Staff Support Manager), 10/30/18, 02/11/20, 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).