

NEW MEXICO JUDICIAL BRANCH

ADMINISTRATIVE ASSISTANT SUPERVISOR (Classified)

TARGET SALARY: \$42,621-\$85,243 annually, or \$20.491-\$40.982 hourly depending upon experience (pay range HH)

LOCATION: Varies, statewide locations

JOB CODE: 9019JB

FLSA STATUS: Exempt

BENEFITS: Competitive benefits package offered

THE NEW MEXICO JUDICIARY

The Mission of the New Mexico Judiciary is to protect the rights and liberties of the people of New Mexico guaranteed by the Constitution and laws of the State of New Mexico and the United States; to resolve legal disputes fairly, and to ensure access to justice for all.

GENERAL STATEMENT OF DUTIES

Acting under general direction manage the administrative activities of an office or special program, provide customer service, coordinate projects, and perform clerical or administrative duties.

EXAMPLES OF JOB DUTIES

- **The Administrative Assistant Supervisor** is responsible for planning, organizing, and managing day-to-day project activities.
- Provides direct supervision of two (2) or more administrative staff.
- Develops employee performance plans, evaluations, and applicable disciplinary actions.
- Coordinates staffing and work assignments.
- Plans, organizes, and coordinates day-to-day project activities.
- Manages administrative support projects and office functions.
- Coordinates delivery of supplies, goods, or services with outside vendors.
- Drafts, proofreads, edits, disseminates and manages the timely processing of documents and correspondence.
- Prepares concise and accurate reports, certificates, fliers, brochures, and business cards.
- Maintains rosters for committees or groups and dockets or calendars deadlines and appointments.
- Answers telephones, provides customer service information, greets visitors and provides meeting support.
- Tracks and prepares travel or other reimbursement requests.
- Coordinates employee identification, and security access, and validates parking.
- Uses electronic databases to manage and track information and data.
- Compiles and prepares statistical reports.
- Manages and routes files, information, mail and records to the appropriate destination.
- May assist with human resources, payroll or audit tasks.
- May act as a liaison between committees, the public or other judicial entities.
- Coordinates, tracks, oversees, and schedules special program events, and program participants, and monitors program contracts.

- Appropriately processes fees and payment arrangements.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate advanced knowledge of customer service and office management practices; Project management techniques, data collection methods, general office practices, basic legal terminology; supervisory techniques, coaching and performance evaluations; mediation and managing conflict.

MINIMUM QUALIFICATIONS

Education: A high school diploma or GED.

Education Substitution: None.

Experience: Five (5) years of experience in a clerical or related field of which two (2) years must have included supervisory experience.

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. Education may not substitute for supervisory experience.

Supervisory Substitution: Leadworker duties may be considered on a prorated basis for supervisory experience at a rate of one (1) year of performing leadworker duties equals six (6) months of supervisory experience. Assigned leadworker duties include but are not limited to: Train, mentor, and develop employees; direct, plan, schedule, assign, and review the work of others; develop or assist in the development of employee performance plans and appraisals; and address concerns and troubleshoot problems. An additional two (2) years of directly related experience may substitute for the supervisory experience provided the incumbent attends the NMJB Supervisory Mentorship Program Training at their earliest opportunity.

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: 12/07/07, Audited: 09/14/12, Rev:12/16/19, Rev: 01/15/21 (added supervisory substitution), Benefits updated: 02/26/21, Audit: 12/31/22, 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.