

# NEW MEXICO JUDICIAL BRANCH

## BAILIFF (Classified or At-will)

**TARGET SALARY:** \$31,200-\$53,914 annually, or \$15.000-\$25.920 hourly depending upon experience (pay range BB)  
**LOCATION:** Varies, statewide locations  
**FLSA STATUS:** Non-exempt  
**JOB CODE:** 9120JB (Classified) 9115JB (At-Will)  
**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 the direct supervision of a Judge, Court Administrator, or Bailiff Supervisor ensures proper behavior in the courtroom for all proceedings and provides customer service.

### **EXAMPLES OF JOB DUTIES**

- **The Bailiff** is responsible for assisting Judges, Jurors, and other parties as needed during courtroom proceedings.
- Ensures proper behavior in the courtroom for all proceedings, provides customer service, and assists Judges, jurors, and other parties as needed.
- Sets up and takes care of the courtroom during proceedings.
- Coordinates with law enforcement agencies on the transportation of inmates to and from the courthouse and/or courtroom.
- Works with attorneys who may need special equipment for a hearing.
- Maintains, requests, and secures exhibits entered as evidence during proceedings or until handed off at the end of trial to appropriate personnel.
- Obtains files and Judge's notes of upcoming cases for the Judge's review.
- Assembles files in the order cases are to be heard for the day.
- Ensures Judge has immediate access to updated files, motions, and documents.
- Assists in the assembly of potential jurors and instructs jurors on processes.
- Provides customer service and maintain contact with jurors during a trial.
- Maintains juror time records, takes roll-call, and ensures jurors are seated properly.
- Ensures all parties are present for each hearing.
- Swears in witnesses and proper parties.
- Enters dispositions into the case management system, and prepares orders for the Judge's signature.
- Performs Court Monitor duties.
- Assists in the document flow from the Judge to the attorney and/or pro se parties.
- Acts as a liaison with local law enforcement agencies.
- Trains and supports other bailiffs.
- Announces Judge's entrance into and departure from the courtroom and ensures proper decorum is maintained in the courtroom during proceedings.

- Other duties as assigned.

## **COMPETENCIES/QUALIFICATIONS**

The successful applicant should demonstrate knowledge of general court procedures, security management and safety practices, evacuation procedures, fire alarm systems; metal detectors, security equipment, mobile x-ray inspection systems; safety and security processes, first aid techniques, fire and police reporting procedures, electronic equipment, and judiciary and courtroom protocols.

## **MINIMUM QUALIFICATIONS**

**Education:** High school diploma or GED.

**Education Substitution:** None.

**Experience:** One (1) year of experience in security, law enforcement, or legal setting.

**Experience Substitution:** Relevant post-secondary education may substitute for general experience at a rate of thirty (30) semester hours equals one (1) year of experience.

**Other:** Selected candidates will receive additional security training specific to the court. Training may include operation of security and metal detecting equipment, and standard first aid training, which includes Adult CPR, Automated External Defibrillator (AED).

## **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: 03/09/98, Rev: 04/13/07, 12/12/11, 05/13/13, 02/11/20, 07/17/20, Benefits updated: 02/26/21, Audited: 12/31/22, Rev. Pay Ranges: 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).