

NEW MEXICO JUDICIAL BRANCH

COMPILATION COMMISSION DEPUTY DIRECTOR

(Classified)

TARGET SALARY: \$61,479-122,957 annually, or \$29.557-\$59.114 hourly depending upon experience (pay range KK)

LOCATION: Varies, statewide locations

FLSA STATUS: Exempt

JOB CODE: 8500JB

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 administrative direction and statutory authority edit, publish, and distribute laws, court rules, and Supreme Court and Court of Appeals opinions.

EXAMPLES OF JOB DUTIES

- **The Compilation Commission Deputy Director** is responsible for editing, developing, publishing, and distributing legal publications in electronic and print media as well as managing related information systems.
- Trains, supervises, mentors, evaluates, and motivates a Compilation Commission staff of two (2) or more.
- Coordinates editorial teams including proofreaders and lawyer editors in drafting affect of amendment, history and case notes, and charts compilers notes.
- Tracks history of legislation and court notes.
- Develops and directs the Compilation Commission publication schedule.
- Reviews past legislation to determine publication needs of New Mexico Statute Annotated (NMSA).
- Produces all session publications for the Secretary of State, including session laws, election law handbook and the New Mexico Constitution (NMSA).
- Produces official citation tables for the New Mexico Reports and updates New Mexico Supreme Court and Court of Appeals case citations within integrated databases.
- Electronically tags laws and court rules for publishing in multi-media formats and provides technical support for publications and subscribers.
- Administers contracts with vendors and outside services.
- Develops strategic financial planning concerning inventory and staffing including short and long term forecasting.
- Develops and manages information systems for inventory control and shipping.
- Establishes policies and procedures for the distribution and inventory of print and electronic media products.
- Staffs the NMSA Advisory Committee and attend New Mexico Compilation Commission meetings.

- Assists in contract preparation, administration, development, management and compliance.
- Prepares status and statistical reports, rules, and procedure manuals.
- Plans, organizes, and develops work and training programs.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate comprehensive knowledge of the New Mexico Legislative process including bill analysis; database management; editorial procedures; XML formatting and management techniques; project management techniques; legal publishing and terminology; technical writing; budget analysis and tracking; contractual management; supervisory techniques and employment law.

MINIMUM QUALIFICATIONS

Education: Bachelor's Degree from an accredited college or university in Public Administration, Business Administration, Finance, Political Science, Criminal Justice, Journalism, Library Science, or a related field.

Education Substitution: Associate's degree from an accredited college or university in the above-mentioned fields or a certified paralegal and two (2) additional years of legislative experience, and using Extensible Markup Language (XML) or Excel database management may substitute for a Bachelor's Degree.

Experience: Eight (8) years of legislative experience, which must have included at least five (5) years of experience in legislative bill tracking and analysis and Extensible Markup Language (XML) or Excel database management.

Experience Substitution: None

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: 09/01/09, 02/04/20, Benefits updated: 2/26/2021, Rev Pay Ranges: 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.