

NEW MEXICO JUDICIAL BRANCH

COURT TRAINING OPERATIONS MANAGER

(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: 1301JB
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, manage and supervise a professional training program and training support staff.

EXAMPLES OF JOB DUTIES

- **The Court Training Operations Manager** is responsible for managing and directing training programs, projects, projects, training division or bureau operations.
- Manages two or more training staff including supervision, hiring, mentoring, and evaluations.
- Develops and reviews specifications for course content, lesson plans, curriculum, and training materials.
- Plans, integrates and coordinates training functions and resources and establishes or monitors training budget.
- Prepares comprehensive status and statistical reports, rules and procedures.
- Identifies training goals and objectives for the court and/or divisions, researches, present train-the-trainer instructions, individual or group training sessions and curriculum.
- Oversees new employee orientation including communicating policies and procedures as well as other agency expectations.
- Develops and coordinates workshops, conferences or other related training programs.
- Collaborates with managers, supervisors, special groups, and subject matter experts in designing training objectives and programs, and delineating available resources.
- Coordinates, organizes, conducts and participates in educational seminars for judges, court personnel, and related agencies.
- Prepares or revises standardized training manuals and curriculums and evaluates training methodologies and effectiveness.
- Plans and manages the development and coordination of court conferences and special projects.
- Schedules and orients college and community interns and volunteers.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of supervisory and management techniques; managing multiple training projects, including setting goals, establishing timelines, identifying resources, and evaluating work products; adult learning styles; training needs assessments and training evaluation methods, recognized methods of policy analysis and program evaluation; budgeting processes; public and court administration; web based training programs; curriculum development; training analytics and software training applications.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree from an accredited college or university in Business Administration, Public Administration, Human Resource Management, Education or a related field.

Education Substitution: Four (4) years of directly related or relevant experience may substitute on a year for year basis.

Experience: Four (4) years of experience in planning, administering, and evaluating public sector education including, training software and adult education programs, and two (2) years of supervisory experience.

Experience Substitution: Additional relevant education at the Master's degree level may substitute for experience at a rate of 30 semester hours, which equals one 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: 06/25/04, Rev: 05/14/10 (Training Director), 10/30/15 (Training Operations Manager), 12/02/19, Benefits updated: 02/26/21, Audit: 12/31/22, 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.