

NEW MEXICO JUDICIAL BRANCH

DATABASE ADMINISTRATOR

(Classified)

TARGET SALARY: \$70,250-\$140,502 annually, or \$33.774-\$67.549 hourly depending upon experience (pay range JJ/LL)

LOCATION: Varies, statewide locations

FLSA STATUS: Exempt

JOB CODE: 9625JB

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 supervision, administer, maintain, and provide database administration support for judicial database systems.

EXAMPLES OF JOB DUTIES

- **The Database Administrator** is responsible for monitoring judicial database systems and establishing and documenting procedures and methods for database performance.
- Coordinates systems design, applications, software programming, and computer operations activities relative to the database environment.
- Builds, administers, and monitors the judiciary's Relational Database Management System (RDBMS) in an n-tier, replicated, high-availability enterprise environment.
- Ensures data availability, security, and system integrity for judicial RDBMS.
- Ensures data availability and system integrity for judicial database systems while identifying and resolving system issues and network performances.
- Performs query and analysis of judicial database systems to create annual and ad hoc reports.
- Applies data updates between judicial entities and judicial data warehouse to ensure accuracy and maintains an environment to provide data availability, dissemination and consolidation.
- Works with vendor(s) to analyze, design and develop processes and procedures for migration to a new system database schema.
- Implements database models and database architecture to determine applicability for judicial database systems applications.
- Assists with the design and development of n-tier server environment for application development.
- May design and develops processes (scripts and programs) to extract, transform, cleanse and move data and metadata into data warehouses, data marts and operational data stores for in-house and outside agency use.

- Evaluates, selects, tests, and recommends database related hardware and software products.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of database fundamentals; network, system, and database schemas; database backup and recovery procedures; shell and scripting languages; replication, extraction, transformation, and load tools; database configuration and processes; data model syntax, tools, and mapping techniques; computer server hardware, web, and application server; and database and operating system technology.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree from an accredited college or university in Business Administration, Public Administration, Management, Computer Science, Information Technology, IT Engineering, or a related field.

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

Experience: 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: 04/22/06, Rev: 05/02/11, 12/16/19, Benefits updated: 02/26/21, Audited: 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](#).