

NEW MEXICO JUDICIAL BRANCH

JUDICIAL SPECIALIST 1 (Classified)

TARGET SALARY: \$34,343-\$68,686 annually, or \$16.511-\$33.022 hourly depending upon experience (pay range FF)
LOCATION: Varies, statewide locations
FLSA STATUS: Non-Exempt
JOB CODE: 9101JB
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 close supervision, prepare and process court documents, perform judicial procedures, and work with court case management system.

EXAMPLES OF JOB DUTIES

- **The Judicial Specialist 1** is responsible for using the case management system to open, docket, and close cases based on judgement details.
- Provides customer service information with a high volume of pro se litigants by providing general procedural information without giving legal advice.
- Uses the case management system to (1) open cases – determine case type/cause of action and assess and receipt filing fee if required; (2) docket cases – review documents and determine appropriate event codes, enter data, scan documents, and link related scanned images; and (3) close cases – determine and enter closing events, disposition type, and judgment details.
- Assesses, receipts, records, and reconciles monies, and prepares bank deposits; follows cash handling procedures.
- Processes, maintains and distributes documents, files, and case materials.
- Uses electronic filing to review incoming filings for format, signatures, event code, and filing fees.
- Processes and expedites orders of protection.
- Accurately disburses bond payments.
- Prepares and maintains bond reports.
- Reconciles billing and invoices from contracted vendors provided for Specialty Court Programs.
- Prepares, proofreads, edits, and mails out documents such as notices and final orders.
- Executes on case hearings, which may include: orders to show cause, bench warrants, recusals, excusals, pleadings, and rule extensions.
- Maintains cash till and ensures court fees are accurately assessed, paid, receipted, and correctly recorded in the case management system.
- Provides public case information to parties, attorneys, law enforcement agencies, and other outside agencies.

- Orders, reviews, sorts, and organizes jury summons.
- Prepares alpha list, random list, voir dire sheet, and seating chart for jury trials.
- Organizes case files for microfilming, archiving, and destruction.
- Prepares exhibits and hard copy case files.
- Researches automated, hard-copy, and microfiche files for case status data.
- Certifies and prepares court records, tapes, logs, and exhibits for cases on appeal to higher courts.
- Ensures the office, courtrooms, and their equipment are operational.
- Ensures judicial calendars and schedules are maintained.
- May serve as a court monitor.
- May serve as a courtroom clerk, produce Instant J&Ss, and obtain signatures from the parties/counsel of record, assigned judge, file, and distribute.
- Provide support to other magistrate or district courts within the judicial district.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of legal terminology and phrases; filing methods; case processing; knowledge of Specialty Court Programs; research methodology; project management techniques; safety and security issues; court fee accounting practices; court monitoring procedures; Court Clerk's Procedures Manual and Code of Ethics; court's and States Language Access Policies, access to the Certified Language International Interpreting Line; and general organizational structure of the judiciary.

MINIMUM QUALIFICATIONS

Education: A high school diploma or GED.

Education Substitution: None.

Experience: One (1) year of experience in a general secretarial or a directly related field.

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.

Typing Certification: At the discretion of the Administrative Authority, a typing certification from the New Mexico Department of Workforce Solutions (www.dws.state.nm.us) or similar may be required for the entire Court Clerk Series within that Judicial Entity. If certification is required, a typing proficiency score of at least 35 net words per minute is mandatory. The New Mexico Workforce Connection Certification must have been issued within five (5) years of application.

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: 05/22/00 (Judicial Specialist Trainee), Rev: 04/13/07 (Court Clerk 1), 11/05/09, Audited: 12/17/14 (Judicial Specialist 1), Rev: 02/18/20, 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.