

NEW MEXICO JUDICIAL BRANCH

PROGRAM / PROJECT COORDINATOR

(Classified)

TARGET SALARY: \$48,031-\$96,063 annually, or \$23.092-\$46.184 hourly depending upon experience (pay range II)

LOCATION: Varies, statewide locations

FLSA STATUS: Exempt

JOB CODE: 9415JB

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 direction, provide high-level administrative support, complete multiple special projects, and assist with the planning, organizing, directing, and management of a program or project.

EXAMPLES OF JOB DUTIES

- **The Program / Project Coordinator** is responsible for providing administrative and clerical assistance in the development of programs or project plans.
- Creates detailed schedules to track the completion status of program goals and deadlines.
- Tracks eligibility requirements and compliance with statutory eligibility for program participants or judges.
- Acts as point of contact during the absence of the Program or Project Manager.
- Prepares requests for proposals, contracts, agendas, legislative materials, minutes, event programs, bulletins, reports, and newsletters.
- Maintains a tracking system for items such as responses to proposals, contracts, and purchase requisitions.
- Reconciles travel arrangements for multiple parties and prepares travel reimbursement requests.
- Schedules and coordinates appointments, meetings, events, and facility usage.
- Develops a system to track and monitor the budget of programs in the alignment of providing a budget report.
- Coordinates and organizes the financials and logistics for workshops, special events, programs, projects, divisions, as well as court officials.
- Audits financial, program, division and project information as requested to ensure quality assurance of records and data.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate their knowledge of program or project planning, coordination and implementation of a single program or multiple programs; state procurement rules and regulations; court or judiciary structure; research and problem solving techniques; state and federal grant compliance methods; court rules, policies, and procedures; basic principles of budgeting, cost analysis and fiscal management.

MINIMUM QUALIFICATIONS

Education: Associate's Degree from an accredited college or university in Criminal Justice, Business or Public Administration, social sciences or a related field.

Education Substitution: Two (2) years of experience, performing advanced executive level administrative or project management assistance may substitute for education on a year for year basis.

Experience: Three (3) years of experience as a program specialist, legal office specialist, and/or administrative assistant.

Experience Substitution: 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.

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: 05/27/14, Rev: 11/01/19, Benefits updated: 02/26/21, Audit: 12/31/22, Rev Pay Range: 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.