

NEW MEXICO JUDICIAL BRANCH

PROGRAM / PROJECT SPECIALIST

(Classified)

TARGET SALARY: \$42,621-\$85,243 annually, or \$20.491-\$40.982 hourly depending upon experience (pay range HH)

LOCATION: Varies, statewide locations

FLSA STATUS: Non-Exempt

JOB CODE: 9414JB

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, perform a variety of detailed, technical administrative and judicial support activities to include analyzing and resolving court administrative and operational issues as they relate to Special Court programs and projects.

EXAMPLES OF JOB DUTIES

- **The Program / Project Specialist** is responsible for providing administrative, clerical, and technical assistance in the development of programs or project plans.
- Assists with the development of schedules and tracking program or project goals and deadlines.
- Drafts, proofreads, edits and disseminates documents and correspondence.
- Prepares and distributes statistical reports, materials, documents, copies, agendas, and minutes for meetings.
- Coordinates and schedule conferences and travel.
- Provides technical assistance through troubleshooting equipment and or problems.
- Assists with determining participant eligibility for court programs.
- Verifies community ties, treatment history, and criminal history.
- Acts as point of contact for team members, program participants, and outside agencies.
- Follows, tracks, and records testing protocol via breath or urine drug tests.
- Oversees participants in work details, physical training or special projects as part of community service program requirements.
- Notifies the court of any participant program non-compliance.
- Attends court proceedings and meetings with court staff and other programs.
- Performs scheduled and unannounced site visits to monitor program compliance.
- Assists with internal audits to include providing and gathering of data and reports.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate their knowledge of program or project planning and techniques; knowledge of problem solving and conflict resolution principles; program or project reporting; general organizational structure of the judiciary; governmental confidentiality regulations; general knowledge of specialty courts; protective services; drug test procedures; surveillance systems; and computerized data collection.

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 increasingly responsible administrative or clerical duties for a Special Court Program may substitute for education on a year for year basis.

Experience: Two (2) years of administrative and/or clerical experience related to programs or projects, including experience as a legal office specialist.

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.

Other: May be required to obtain and maintain National Crime Information Center (NCIC) certification within six (6) months of hire.

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: 02/16/15, Rev: 11/01/19, Benefits updated: 02/26/2021, 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.