

NEW MEXICO JUDICIAL BRANCH

PUBLIC INFORMATION OFFICER (PIO)

(At-Will)

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

LOCATION: Varies, statewide locations

FLSA STATUS: Exempt

JOB CODE: 9602JB

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, plans, develops, coordinates, and implements a comprehensive public information program.

EXAMPLES OF JOB DUTIES

- **The Public Information Officer** is responsible for planning, researching, preparing, and disseminating public information, news releases, and educational materials.
- Enhances internal and external communication of the court's strategic plan, programs, policies, and initiatives, including news media relations, public activities, and public education training for staff and judges.
- Collaborates with individuals in the development and implementation of plans for effectively sharing information with the legal community and the general public.
- Works with the court's management staff in developing strategies for the dissemination of information to the public and within the judiciary.
- Develops the public calendar on the court's website to feature major court and community events.
- Prepares and reviews press releases while maintaining strong working relationships with the media.
- Provides strategies for dealing with difficult issues publically and for garnering positive press attention.
- Evaluates and responds to court's public records requests in coordination with all non-judiciary sources and court administration.
- Oversees production of judicial publications such as a news column, judicial newsletter, and the annual report.
- Recommends policies and analyzes legislation regarding the Inspection of Records Act, federal legislation and relevant state law for record dissemination and confidentiality.
- Develops and implements a proactive media relations program to increase public awareness and understanding of the judicial system.
- Develops and maintains a historical record of significant court events and takes photographs to publicize court events.

- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate their knowledge of the judicial system, organizational structures of courts, state and local government, political systems and processes, community development and outreach organizations, court administration and public administration; principles and practices of public relations and the working press; presenting information and communicating cleanly; desktop publishing techniques; and laws, rules and regulations that affect court administration or judiciaries as a whole, preferably as they apply in New Mexico.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree from an accredited university in English, journalism, mass media communications, public relations, advertising, marketing, public administration or a related field.

Education Substitution: 4 years of directly related or relevant experience.

Experience: Four (4) years of experience in public information, marketing, mass media, and/or public relations.

Experience Substitution: Additional relevant education may substitute for experience at a rate of thirty (30) semester hours equals one year of experience.

Other: This position is not eligible for "stand-by" status or pay. This position is not eligible for an alternative work week schedule, and the incumbent is expected to work during established business hours.

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: 08/28/17, 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.