

NEW MEXICO JUDICIAL BRANCH

AOC COURT OPERATIONS DIVISION DIRECTOR

(At-Will)

TARGET SALARY: \$91,168-\$182,337 annually, or \$43.831-\$87.662 hourly depending upon experience (pay range PP)

LOCATION: Varies, statewide locations

FLSA STATUS: Exempt

BENEFITS: Competitive benefits package offered

ADMINISTRATIVE OFFICE OF THE COURTS (AOC)

The Administrative Office of the Courts exists to enable the courts of New Mexico to accomplish their mission through:

- Ensuring that the courts have adequate, equitably distributed resources.
- Ensuring that the courts have and use current technology.
- Providing a fair and equitable statewide human resources system.
- Developing and implementing improved court processes and supporting courts in their use.
- Collecting and providing information on and for the courts.
- Ensuring sound financial, budgeting and procurement practices in the management of court resources.
- Maintaining liaison with the legislative and executive branches of state government.

GENERAL STATEMENT OF DUTIES

Acting under general direction, direct the Court Operations Division (COD) of the Administrative Office of the Courts for the New Mexico Judicial Branch.

EXAMPLES OF JOB DUTIES

- **The AOC Court Operations Division Director** manages the facilities and centralized services including centralized warrant and customer services for the judiciary, and includes the planning, integration, and coordination of court operations services.
- Oversees facilities owned or leased by the judiciary for the statewide operation of the magistrate courts including collaborating with courts around the state on maintenance, security, construction, leasing, and strategic facilities planning.
- Provides highly responsible management and administrative duties directing statewide projects.
- Manages internal auditing services for the judiciary, to ensure statewide, consistent, best practices.
- Prepares and transmits to the Supreme Court statistical data and reports as to the business of the courts.
- Addresses confidential and sensitive issues with judges.
- Develops division objectives and delineates available resources to accomplish AOC and judiciary wide objectives.
- Reviews program budget, establishes budget priorities and assists in the preparation of budget expansion requests.
- Prepares comprehensive status and statistical reports, rules and procedural manuals.

- Directs, develops and implements projects in support of the court operations statewide.
- Researches and drafts proposed legislation and provides testimony to the state legislature. Lobbies for legislative support on behalf of projects and/or the Judicial Branch.
- Prepares bill analyses to assess the impact of proposed legislation and assists in developing strategies for the passage of legislation.
- Assesses needs of and advocates for appropriate resources for programs within the Division.
- Performs other duties in aid of the administration of justice and the administration and dispatch of the business of the courts.
- Serves on statewide or local committees; speaks at national, state and local conferences regarding Magistrate Courts, centralized citation, etc.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of judicial administrative principles and court administration; legal processes; civil and criminal litigation; state legislative process including testifying before committees; budget management; management of diverse statewide projects; and the court system. Skill analyzing and assessing court operations and case management process.

MINIMUM QUALIFICATIONS

Education: Master's degree from an accredited college or university in Business Administration, Public Administration, Judicial Administration, Criminal Justice, Criminology, Social Sciences, Management, or a related field.

Education Substitution: Bachelor's degree from an accredited college or university in Business Administration, Public Administration, Judicial Administration, Criminal Justice, Criminology, Social Sciences, Management, or a directly related field, and two (2) years managing a statewide judicial program..

Experience:

Ten (10) years of experience in court management, the criminal justice system, public administration, and/or managing statewide diverse programs, and five (5) years of supervisory experience.

Supervisory Substitution: An additional five (5) years of directly related experience may substitute for the supervisory experience provided the incumbent attends the NMJB Supervisory Mentorship Program Training at their earliest opportunity.

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, and 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 Vacation, Sick and Personal [Leave](#), up to eight (8) weeks
- Ten (10) paid holidays
- Up to twelve (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](#) and educational leave
- 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: 02/01/08, Audited: 02/01/13, Rev: 10/01/18, Audited: 06/27/19, Rev: 12/16/19,
Benefits updated: 02/26/21, Audit: 12/01/22, Rev: 03/15/24

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.