NEW MEXICO JUDICIAL BRANCH

SUPREME COURT CUSTODIAL NIGHT WATCHPERSON

(Classified)

TARGET SALARY: $31,200-$58,329 annually, or $15.000-$28.043 hourly depending upon experience (pay range BB)
LOCATION: Varies, statewide locations
FLSA STATUS: Non-Exempt
JOB CODE: 1232JB
BENEFITS: Competitive benefits package offered

NEW MEXICO SUPREME COURT

The Supreme Court is the highest court of the Judicial Branch of State Government. The Supreme Court's mandatory, exclusive appellate jurisdiction includes:

- Capital appeals, appeals from the Public Regulation Commission, and appeals in election challenges.
- Supervisory control over all other courts.
- Regulating attorneys licensed to practice law in New Mexico, and imposing discipline against attorneys and judges for professional misconduct.
- Responsibility for statewide administrative oversight of the entire Judiciary, including the promulgation of rules of practices and procedure and the appointment and oversight over committees, boards, and commissioners

GENERAL STATEMENT OF DUTIES

Acting under general direction preserve and maintain the Supreme Court Building and its grounds, in addition to serving as the Night Watchman and security.

EXAMPLES OF JOB DUTIES

- **The** Supreme Court **Custodial Night Watchperson** is responsible for cleaning offices, judge/justice's chambers, courtrooms, bathrooms, and common areas.
- Vacuums carpets, mops floors, dusts and polishes furniture and or equipment.
- Empties trashcans and replace liners.
- Cleans baseboards, windows, mirrors, blinds, doors, sinks, toilets, etc.
- Replaces toilet paper, paper towels, seat covers and soap.
- Washes pitchers, cups, and glasses.
- Reports any incidents or observations to supervisor.
- Assists in providing security for building.
- Makes rounds of building every hour to check for locked doors and windows.
- Checks for leaking pipes and mechanical systems malfunction.
- Operates commercial and/or heavy equipment.
- Assists with fire/sprinkler and alarm systems, elevator; and
- Removes snow and or debris.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of cleaning equipment and tools and

their hazards and multi-purpose cleaners. Knowledge of the nature of historic buildings. Capable of reading and interpreting Material Safety Data Sheet and other warning and product labels.

MINIMUM QUALIFICATIONS

Education: Eighth grade education.

Experience: None.

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, court setting, or in outside elements. 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. The employee is frequently required to reach forward with hands and arms; lift, carry and/or move furniture and equipment, push or pull up to 25 pounds, perform repetitious hand, arm or finger motions, and regularly sit, stand, walk, or kneel. The candidate may be expected to climb a ladder, crawl on the floor, work in confined spaces, and become exposed to inclement weather, fluctuating building temperatures, loud noises, and toxic/noxious fumes associated with hazardous materials.

** 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 and sick leave up to eight (8) weeks
- 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: 03/09/98, 06/25/04, 05/14/10, Audited: 12/17/14, Rev: 12/16/19, Benefits updated: 02/26/21, Audited 12/31/22, Rev Pay Ranges: 07/08/23; Title Change: 02/02/2024 Rev Pay Range: 07/06/24, 07/05/2025; Title Change: 06/01/26, Rev Pay Range: 07/04/26

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.