

NEW MEXICO JUDICIAL BRANCH

APPELLATE SECURITY MANAGER

(At-Will)

TARGET SALARY: \$66,514–\$133,026 annually, or \$31.978–\$63.955 hourly depending upon experience (pay range KK)

LOCATION: Santa Fe, New Mexico and Albuquerque, New Mexico

FLSA STATUS: Exempt

JOB CODE: 1236JB

BENEFITS: Competitive benefits package offered

SUPREME COURT AND COURT OF APPEALS

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.

The Court of Appeals is New Mexico's intermediate appellate court with jurisdiction over the entire State. The Court of Appeals' jurisdiction includes:

- Appeals in all cases except in capital appeals, appeals from the Public Regulation Commission, appeals in election challenges, and cases involving habeas corpus.

GENERAL STATEMENT OF DUTIES

Acting under the administrative direction of the Chief Clerk of the Supreme Court, the Appellate Security Manager (at-will) will develop, manage, and direct a comprehensive emergency preparedness program and provide operational support to improve, maintain, and regularly enhance the physical security of the Supreme Court and the Court of Appeals. The manager will supervise employee personnel and contractor security personnel at both the Supreme Court of New Mexico and the Court of Appeals, in Santa Fe and Albuquerque. The Appellate Security Manager (at-will) may provide security coverage (Level One) at the New Mexico appellate courts when necessary.

EXAMPLES OF JOB DUTIES

- **The Appellate Security Manager (at-will)** will develop and implement facility security initiatives for the Supreme Court in Santa Fe, New Mexico, and the Court of Appeals in Albuquerque, New Mexico.
- Develop a comprehensive emergency preparedness program to ensure both entities continue to perform their statutory mandates if or when confronted with a broad array of potential operational interruptions.
- Supervises the Supreme Court Security Division, and Court of Appeals security staff, who are responsible for the safety and security of the New Mexico Appellate Courts including the staff, building, and grounds.
- May develop and supervise contract security personnel and contracts for services and prepare requests for

- proposals (RFP) (prepare, manage, execute) for contract security.
- Serves as the Supreme Court's Loss Prevention and Control Coordinator.
- Develops a Loss Control program to include risk inspections, assessments, and audits, and leads safety and security committee meetings.
- Oversees the Supreme Court Security Division's determination on the access level of employees and contractors and maintains the video integrated badge access system and software, which creates a photo ID of each employee/contractor.
- Manages requests for quotes and other information related to the security of the appellate court buildings.
- Plan and direct crisis management activities.
- Develop and maintain policies, procedures, and standard operating procedures to guide the judicial entities toward security management and mitigating risk.
- Conduct risk assessments on the physical structures of the courtrooms to best protect the citizens of New Mexico, judges, justices, and staff.
- Develop and implement preventive measures to mitigate risk, to include vulnerability assessments.
- Develop and facilitate security awareness and response training.
- Develop and implement emergency preparedness and response plans to ensure continuity of operations. To include identification of command structures, protocols, and communication routes for emergencies and responses.
- Develop and implement disaster recovery plans. Specifically, procedures to recover lost or vulnerable information in the event of an emergency.
- Conduct threat assessment and develops security and safety protocols for the judiciary, to include procedures the judicial entities would follow to identify serious threats, proper protective action, and prioritize emergency management needs.
- Develop and implement a standard incident report form that allows for capturing data on items such as intelligence and funding needs.
- Develop strong and effective partnerships among all judicial entities, law enforcement, and other governmental entities, and communicate to the public to ensure successful security operations can be developed and utilized.
- Prepare and present training presentations.
- Serve on statewide or local committees.
- Manage and direct employees, project contractors and associated budgets.
- Keep up to date with the latest trends in court security and court management locally and nationally.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should have advanced knowledge of the principles and practices of public and court administration, emergency management services, and disaster planning, applicable federal state and local laws and procedures; preparation of emergency management plans, principles and practices of public administration as they pertain to emergency and facility safety planning; management practices and techniques for managing multiple and diverse statewide projects, and the ability to react calmly and promptly during an emergency/disaster crisis. Experience with legislative and budget processes, organization and general operations of a court system and government as well as skill analyzing and assessing court operations, and evaluating court program services.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree from an accredited college or university in Emergency Management, Crisis and Disaster Management, Safety Management, Disaster Preparedness, Occupational Safety and Health, Public Safety, Psychology, Social Work, Communications, Business or Public Administration, Judicial

Administration, Criminology, Management, or a directly related field. Must be currently licensed as an armed security guard (Level 3) in New Mexico.

Education Substitution: Experience in crisis or disaster management, disaster preparedness, occupational safety and health, public safety, or other directly related field may substitute on a year for year basis. An emergency management certification may substitute for up to one year of education.

Experience: Six (6) years of experience in managing, designing, developing, implementing or coordinating facility security, emergency preparedness, or disaster planning programs or related experience, and two (2) years of supervisory experience.

Experience Substitution: Additional relevant education at the Master's degree level may substitute for experience at a rate of thirty (30) semester hours equals one year of experience. Education may not substitute for supervisory experience.

Supervisory Substitution: Leadworker duties may be considered on a prorated basis for supervisory experience at a rate of one (1) year of performing Leadworker duties equals six (6) months of supervisory experience. Assigned Leadworker duties include but are not limited to: train, mentor, and develop employees; direct, plan, schedule, assign, and review the work of others; develop or assist in the development of employee performance plans and appraisals; and address concerns and troubleshoot problems. An additional two (2) 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, 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 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: 05/13/2024 Rev Pay Range: 07/06/24, 07/05/25, 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.