NEW MEXICO JUDICIAL BRANCH

COLLEGE INTERN
(At-will)

TARGET SALARY: $31,762-$63,525 annually, or $15.270-$30.541 hourly depending upon experience (pay range DD)
LOCATION: Varies, statewide locations
FLSA STATUS: Non-exempt
JOB CODE: 8992JB
BENEFITS: This is a non-benefited position

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 INTERNSHIP

The New Mexico Judicial Branch welcomes College Interns!

College internships are designed for students either enrolled in an accredited 2- or 4-year degree program or who have recently obtained an Associate's or Bachelor's degree from an accredited program within the past twenty-four (24) months from applying to the position. As a New Mexico Judicial Branch College Intern, you will work on challenging projects that contribute to the state of New Mexico and Judiciary's mission. Acting under close supervision, a College Internship will provide the incumbent with an introduction to employment with the New Mexico Judiciary. Incumbents will receive training in departmental procedures and at the same time be assigned productive tasks and assignments in one or more professional areas.

EXAMPLES OF INTERNSHIP WORK

- The **College Intern** will perform a wide range of activities and projects of varying levels of professional complexity within areas of specialty.
- Provide general administrative support, as needed, and for a particular department or section.
- May interact directly with colleagues, clientele and/or other internal or external constituencies in the resolution of day-to-day operations.
- Provide entry-level administrative or technical services in support of operating objectives of the department, such as:
    - Answering and routing telephone calls,
    - Scheduling and confirming meetings and appointments,
    - Maintaining an events calendar,
    - Setting up remote hearings,
    - Drafting or typing letters or memoranda,
    - Taking meeting minutes,
    - Data entry,
    - Validate parking,
    - Set up remote hearings, and/or
    - Assist with ordering and maintaining supplies, equipment and facilities.

- Receive guidance, training and mentoring from more senior professional staff.
- May conduct research and prepare reports based on findings to include recommendations or alternative proposals for action.
- May participate in the design, planning and implementation of on-going or special projects designed to develop professional skills and expertise.
- Incumbent(s) in this classification may handle sensitive and/or confidential records, plans, documents or decisions that require maintaining confidentiality of sensitive information.
- Any one position may not include all duties listed.
- Other duties as assigned.
- Equipment typically used in the performance of office duties include telephone, photocopy machine, fax machine, typewriter, computer terminal, computer printer, computer keyboard, and calculator.
- Materials and products handled in the course of performing essential duties include files, forms, reports, various other paperwork, and a wide variety of basic office supplies.

Career work may include:

- **Criminal Justice, Social Services, Psychology or Related Field** – Assists with: compiling background information; monitoring program compliance; preparing written reports; participating and assisting with the facilitation of staffing and/or counseling; attending court hearings; and updating/utilizing program database(s).
- **Finance or Related Field** – Assists with: reconciling accounts; preparing deposits; grant administration; processing vouchers and warrants; asset and inventory recording and reporting; budget administration; and updating/utilizing financial database(s).
- **Information Technology or Related Field** – Assists with: end-user support; software and hardware installation, upgrades and updates; troubleshoot audio/visual equipment and platforms; database administration; website updates; and network maintenance.
- **Human Resources or Related Field** – Assists with: recruitment and onboarding activities; benefits administration; employee training programs; processing payroll; and updating personnel database(s).
- **Public Administration, Business Administration or Related Field** – Assists with: project development; planning, monitoring and providing updates on progress and deliverables; researching initiatives; analyzing data; preparing reports; and developing written processes or procedures.
- **Communications, Public Relations or Related Field** – Assists with: drafting reports, documents, and PowerPoint presentations; public relations' projects and initiatives; and production of publications and articles.

COMPETENCIES/QUALIFICATIONS

The successful applicant should have good communication skills; ability to establish priorities and meet deadlines; have patience managing multiple projects concurrently; preparing and organizing documents and correspondence precisely; maintaining accurate files and records.

MINIMUM QUALIFICATIONS

Education: Currently enrolled in an accredited two (2) year or four (4) year college or university program. Must currently have and maintain good academic standing at their enrolled institution or provide proof of award of an Associate or Bachelor's degree in any field from an accredited college or university awarded within the past twenty-four (24) months from applying to the position.

Experience: No experience is required.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The duties 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. 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.

START YOUR CAREER

Experience the difference, work for the Judiciary! Apply here!

History of Job Description: Dev: 07/10/24; Rev: 12/21/24, 07/05/25; 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.