NEW MEXICO JUDICIAL BRANCH

HIGH SCHOOL INTERN
(At-will)

TARGET SALARY: $31,200-$58,239 annually, or $15.000-$28,043 hourly depending upon experience (pay range CC)
LOCATION: Varies, statewide locations
FLSA STATUS: Non-exempt
JOB CODE: 8991JB
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 Student Interns!
High School internships are designed for students in their final years of high school or as recent graduates. As a New Mexico Judicial Branch High School Intern, you will work on challenging projects that contribute to the state of New Mexico and the Judiciary's mission. Acting under close supervision, a High School 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 areas.

EXAMPLES OF INTERNSHIP WORK

- The **High School Intern** will perform a wide range of activities and projects of varying levels of professional complexity within areas of specialty.
- Provide general administrative and/or clerical support as needed 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 the 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

COMPETENCIES/QUALIFICATIONS

The successful applicant should have good communication skills, the ability to establish priorities and meet deadlines, patience when managing multiple projects concurrently, the ability to prepare and organize documents and correspondence precisely, and the ability to maintain accurate files and records.

MINIMUM QUALIFICATIONS

Age: Must be a high school student between the ages of 16 – 20 or a recent graduate who obtained a high school diploma, GED, or Hiset within the last two (2) years.

Education: High school student or graduate.

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; Pay Range Rev: 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.