

NEW MEXICO JUDICIAL BRANCH

AOC GUARDIANSHIP ANNUAL REPORT REVIEW DIVISION (GARRD) COMPLIANCE SUPERVISOR (Classified)

TARGET SALARY: \$63,321-\$126,643 annually, or \$30.443-\$60.886 hourly depending upon experience (pay range KK)
LOCATION: Varies, statewide locations
FLSA STATUS: Exempt
JOB CODE: 2518JB
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.
- Managing and accounting for the collection of revenue.
- 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 the administrative direction of the Guardianship Annual Report Review Division (GARRD) Supervising Attorney, managing and facilitating the statewide review of adult guardianship cases for compliance with state statutes, rules, Supreme Court directives, and court procedures.

EXAMPLES OF JOB DUTIES

- **The GARRD Compliance Supervisor** is responsible for training, supervising, mentoring, and evaluating the staff who work in the Guardianship Annual Report Review Division (GARRD) to ensure work is performed in compliance with applicable state statutes, rules, and court procedures and work is conducted in compliance with case review procedures.
- Supervises the review of legal documents and annual reports filed in adult guardianship cases statewide for completeness, adequacy, accuracy, and compliance with rules and/or statutes.
- Oversees the review of required record information, case events and processing, case activity, dispositions, and judgments, and ensures completeness and accuracy of records.
- Reviews requirements of annual reports and approves findings provided by the GARRD Compliance Officer.
- Reviews progress and condition of the protected person, including health, medical, dental care, residence, education, employment, and habitation.
- Manages overdue annual reports to confirm guardianship authority, fulfilled duties by the guardian, and reviews recommendations of the continued need for guardianship.
- Manages the tracking of overdue annual reports and verifies compliance with the submission requirements.

- Prepares a case review checklist, work schedule, staffing plan, and case review report template, and evaluates workflow efficiency for GARRD.
- Reviews and approves case review reports, work papers, and statistical data.
- Evaluates financial and workflow efficiency for GARRD.
- Assist in the development of strategic plans for GARRD and the implementation of policies and procedures; evaluates the impact of policy changes on judicial entities.
- Performs complex analytical and statistical data collection and evaluates the data against set criteria and reviews recommendations.
- Implements and oversees compliance with policy and procedure to ensure consistency statewide.
- Acts as statewide project leader in developing and implementing new case review procedures, and providing technical assistance and direction to judges and staff.
- Reviews and performs complex analytical and statistical data collection and evaluates the data against set criteria for use in reports, and findings.
- Designs, implements, and communicates policies and procedures, manuals and handbooks to ensure compliance with statutes, rules, and regulations.
- Provides training and consultation services on policies and procedures to court staff at various forums and conferences.
- Reviews reports to identify trends and issues to improve case review information.
- Conducts case reviews in adult guardianship cases, issues reports, and follows up with judicial entities to address or answer any questions regarding report content.
- Collaborates with GARRD to identify trends and issues within guardianship, and compiles statistical data for recommendations on system improvements.
- Serves as a resource and provides professional support to judicial committees, commissions, councils, boards, judicial entities, judges, court administrators, court staff and the public.
- Other duties as assigned.

COMPETENCIES

The successful applicant should demonstrate knowledge of the New Mexico State Court System procedures, services, functions, and jurisdiction; New Mexico statutes, regulations, policies and procedures, and as they relate to conditions imposed by the court; judicial structure and jurisdiction; adult guardianship cases; case and report auditing; reviewing and preparing audit reports; collecting and analyzing complex information and data; strong report writing; financial and case management systems; court records management; case flow management; legislative processes; and Activities of Daily Living (ADL) and Instrumental Activities of Daily Living (IADL) policies and procedures.

MINIMUM QUALIFICATIONS

Education: Bachelor's Degree from an accredited college or university in any field.

Education Substitution: Four (4) years of experience in Human Services, and/or a criminal justice field may substitute for the Bachelor's Degree.

Experience: Five (5) years of non-profit public sector experience in compliance analytics, researching and analyzing relevant data and writing comprehensive reports, working with guardianships and/or conservatorships, or a directly related field, of which two (2) years must include supervisory experience.

Experience Substitution: Additional relevant education at the Master's Degree level will substitute for up to one (1) year of experience. Thirty semester hours equal one (1) year of experience. Education may not substitute for two (2) years of 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 functions listed above 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 time off, up to eight (8) weeks
- Paid time off and retirement buyback
- 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

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History of Job Description: Dev: 07/28/21, Audit: 12/31/22, Rev Pay Range: 07/08/23 Rev Pay Range: 07/06/24

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.