

NEW MEXICO JUDICIAL BRANCH

GRADUATE SCHOOL INTERN (At-will)

TARGET SALARY: \$35,372-\$70,747 annually, or \$17.006-\$34.013 hourly depending upon experience (pay range FF)

LOCATION: Varies, statewide locations

FLSA STATUS: Non-exempt

JOB CODE: 8993JB

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 Graduate School Interns!

Graduate School internships are designed for students who have earned their bachelor's degree in the past twelve (12) months, and have been accepted into a graduate program. As a New Mexico Judicial Branch Graduate School Intern, you will work on challenging projects that contribute to the state of New Mexico and Judiciary's mission. Acting under close supervision, a Graduate 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 professional areas.

EXAMPLES OF INTERSHIP WORK

- The **Graduate School 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.
- 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 ongoing 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.

Career work may include:

- **Criminal Justice, Social Services, Psychology, or Related Field** – Assists with: compiling background information; monitoring program compliance; preparing written reports or plans; participating and assisting with the facilitation of staffing, counseling, and/or mediations; providing assessments for developmental, psychological, social, or parental skills/needs; 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; appropriation requests; audits; GAAP accounting; and updating/utilizing financial database(s).
- **Information Technology or Related Field** – Assists with: troubleshooting end-user support; software and hardware installation, upgrades, and updates; troubleshooting audio/visual equipment and platforms; database administration; website updates; monitor server firewalls; performing backup and restoration; and network maintenance.
- **Human Resources or Related Field** – Assists with: recruitment and onboarding activities; benefits administration; employee training programs; processing payroll; updating personnel database(s); and communicating with staff and judges about personnel matters.
- **Public Administration, Business Administration, or Related Field** – Assists with: project development; planning, monitoring, and providing updates on progress and deliverables; researching initiatives; analyzing data, processes, workflows, and performance measurements; preparing reports; presenting recommendations; legislative analysis; 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; draft press releases; develop public outreach programs and campaigns; and production of publications, articles and videos.

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: Earned a bachelor's degree in the past twelve (12) months, provide documentation of acceptance into a graduate program in a related field enrolled in a minimum of six (6) graduate credit hours per semester (or the equivalent of full-time enrollment). Must successfully complete the minimum credit hours per semester. Student must remain enrolled at the university or college while working during the academic year.

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

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.