

NEW MEXICO JUDICIAL BRANCH

MAGISTRATE COURT STANDARDIZATION MANAGER (Classified)

TARGET SALARY: \$72,359-\$144,718 annually, or \$34.788-\$69.576 hourly depending upon experience (pay range LL)
LOCATION: Varies, statewide locations
FLSA STATUS: Exempt
JOB CODE: 9008JB
BENEFITS: Competitive benefits package offered

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 DUTIES

Acting under administrative direction develop and oversee the implementation of court best practices and develops solutions to increase productivity and improve the overall effectiveness in the Magistrate Courts.

EXAMPLES OF JOB DUTIES

- The Magistrate Court Standardization Manager is responsible for serving as a statewide multi-court manager with responsibility for operational improvement.
- Creates and oversees the implementation of tools utilized in Magistrate Courts statewide with the aim of enhancing operational effectiveness.
- Creates and tracks core metrics necessary to drive the advancement of Magistrate Court operational activities.
- Develops and assists Magistrate Court managers and staff in creating standards against which to evaluate performance and level of service.
- Recommends changes and develops policies and procedures.
- Acts as a primary source of reference in the work section for problems related to court procedures and policy.
- Designs and develops training materials for court staff, and coordinates and works with courts to achieve statewide goals.
- Track daily attendance and approve leave requests and time sheets.
- Prepares and administers employee performance evaluations.
- Leads interview panels for vacant positions and makes recruitment recommendations.
- Participates in short and long-term planning.
- Compiles and maintains court statistical reports and participates in the budgetary process.
- Determines the utilization of resources and the training of personnel based on changing needs, caseload requirements, court policy, as well as judicial and legislative directives.
- Manages and supervises employees through supervisory staff to process court work in a proper and efficient manner.
- Supervises, oversees, trains and disciplines subordinate employees in judicial procedures, office functions and case management.

- Ensures that case errors are corrected.
- Works with judges to optimize case and document management.
- Interact as a representative of the court with other judicial entities for problem solving and process improvement.
- Oversees the accuracy of judicial financial records and procedures and the monitoring and coordinating of purchasing responsibilities.
- Plans and coordinates functions related to fiscal, budget, human resources, information systems and various court programs.
- Analyzes court dockets and operations to develop and implement processes to improve case management and court services.
- Ensures judicial calendars are maintained and all court documents are processed in a timely and appropriate manner.
- Researches automated, hard copy and microfiche files for case status data and provide accurate information.
- Serves as a statewide multi-court manager with responsibility for the operational improvement of assigned magistrate courts.
- Distributes judicial work and functions of the court, and implements changes necessary to optimize court operations and case processing.
- Oversees financial functions including receipt and distribution of all incoming monies.
- Identifies capital outlay, minor equipment and staffing requirements in relation to budgets.
- Advocates the needed resources and adequate evaluation of staff, and reviews accounting data to assure conformance with the budget.
- Reviews and analyzes legislative changes for impacts on applicable court operations and responds accordingly.
- Ensures all equipment, office, and courts are operational and backup for other court's clerical personnel is coordinated.
- May serve as information systems site coordinator or backp to site coordinator.
- Ensures exhibits comply with stator retention schedules and acts as a court monitor.
- Provides notarizations.
- Provides advocacy services to victims.
- Serves on Statewide Boards or Committees and coordinates and schedules meetings.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of supervisory techniques, project management, court administration, operations management; procurement; mediating and managing conflict; case flow management; auditing case files; correcting errors using the case management system; legal terminology; Appellate, Civil and Criminal Procedures for appropriate court jurisdiction; Court Clerk's Procedures Manual and Code of Ethics; judicial organizational structure and jurisdictions; hazardous evidence handling; Cola records maintenance, jury management; court fee accounting processes; expertise with Odyssey; magistrate case management; research methodology and court monitoring procedures.

MINIMUM QUALIFICATIONS

Education: A high school diploma or GED.

Education Substitution: None.

Experience: Ten (10) years of experience in New Mexico state court case processing, and/or court operations management of which four (4) years must have been in supervising. Education may not substitute for supervisory experience.

Experience Substitution: Attainment of the Judicial Studies Certificate will substitute for one (1) year of experience. Additional post-secondary education in a closely related field may substitute for up to one (1) year of experience. Thirty (30) semester hours equals one (1) 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 four (4) 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.

Certification: May be required to obtain and maintain certification for the National Crime Information Center (NCIC) database.

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 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: 12/11/13 (Statewide Field Operations Manager), Rev: 06/13/18 (Magistrate Court Standardization Manager), 12/16/19, Rev: 01/15/21 (added supervisory substitution), Benefits updated: 02/26/21, Audit: 12/31/22, Rev Pay Range: 07/08/23, Rev: 03/15/24 added supervisory substitution 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.