NEW MEXICO JUDICIAL BRANCH

ADMINISTRATIVE ASSISTANT 2
(Classified)

TARGET SALARY: $41,128-$82,256 annually, or $19.773-$39.546 hourly depending upon experience (pay range GG)
LOCATION: Varies, statewide locations
JOB CODE: 9011JB
FLSA STATUS: Non-exempt
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 direct supervision organize the administrative activities of an office or special program, provide customer service, and perform clerical or administrative duties.

EXAMPLES OF JOB DUTIES

- **The Administrative Assistant 2** is responsible for providing clerical and administrative support.
- Prepares documents, performs data entry, electronically files documents, makes copies, and mails or disseminates records.
- Serves as a Court Monitor, attends court proceedings and ensures there is an audible recording of judicial proceedings, and receives, maintains, and processes court exhibits.
- Administers courtroom technologies for court proceedings.
- Performs data entry, electronically files documents, makes copies, and mails or disseminates records.
- Drafts, proofreads, edits, disseminates and documents, and manages the timely processing of documents, correspondence, and records.
- Schedules and maintains a docket or calendar of deadlines and appointments.
- Manages and coordinates the timely processing of documents, correspondence, and records.
- Manages and tracks information and data using electronic databases.
- Manages and routes files and information to the appropriate destination.
- Answers telephones, provides customer service, and greets visitors.
- Demonstrates conflict resolution and de-escalation while providing customer service.
- Provides support to judges and staff, and coordinates and schedules meetings, facilities, training, testing, vehicles, travel, staff, videoconferencing, and teleconferences.
- Takes minutes and provides support to facilitator committees and staff.
- Compiles and prepares statistical reports or analyses.
- May act as site coordinator to coordinate services with outside vendors.
- Provides clerical and administrative support for Hearing Officers, departments, and/or court administration.
- Demonstrates conflict resolution and de-escalation while providing customer service.
- May provides notarization services.
- May develop and maintain filing systems.
- Acts as a liaison between committees, the public, other public entities, court personnel, litigants, and/or

attorneys.
- Receipts, balances, reconciles, and distributes incoming monies.
- May coordinate, track, oversee, and schedule special program events, program participants, and/or program contracts.
- Assists in the smooth and efficient office operations.
- Orders supplies and ensures equipment is maintained.
- Performs records maintenance and management to include the retention or destruction of records.
- May assist in the courtroom or with court programs.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of customer service practices, establishing priorities and meetings deadlines, managing multiple projects concurrently, preparing and organizing documents and correspondence, maintaining accurate files and records, general office practices, basic understanding of conflict resolution techniques, excellent oral and written communications, time management, attention to detail, strong organizational skills, knowledge of office management systems, working knowledge of office equipment, ability to use MS Office, and general administrative activities.

MINIMUM QUALIFICATIONS

Education: A high school diploma or GED.

Education Substitution: None.

Experience: Three (3) years of experience providing administrative, secretarial, or clerical support, providing customer services, answering phones in an office environment, working at a front desk, handling money in office environment, and/or a related field.

Experience Substitution: Additional post-secondary education in a related field may substitute for up to one (1) year of experience. Thirty (30) semester hours equals one (1) year of experience.

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 vacation and sick leave up to eight (8) weeks
- 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

START YOUR CAREER

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

History of Job Description: Dev: 03/09/98 Secretary 1 & 2, Rev: 12/07/07 Administrative Assistant 1, Audited: 09/14/12, Rev: 12/16/19, Benefits updated: 02/26/21, Audit: 12/31/22, Rev Pay Range: 07/08/23, 07/06/24, Rev: 10/23/25, 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.