NEW MEXICO JUDICIAL BRANCH

ADMINISTRATIVE ASSISTANT 3
(Classified or At-Will)

TARGET SALARY: $46,112-$92,223 annually, or $22.169-$44.338 hourly depending upon experience (pay range HH)
LOCATION: Varies, statewide locations
JOB CODE: 9015JB (Classified) 9016JB (At-Will)
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 general direction organize the administrative activities of an office or special program, provide customer service, coordinate projects and perform clerical or administrative duties.

EXAMPLES OF JOB DUTIES

- **The Administrative Assistant 3** is responsible for planning, organizing, and coordinating day-to-day and long-term project and activities.
- Prepare procurement requests and bids/quotes.
- Prepares and distributes materials, documents, copies, agendas and minutes.
- Performs data entry, electronically files documents, makes copies and mails or disseminates records.
- Drafts, proofreads, edits, disseminates and manages the timely processing of documents, correspondence, and records.
- Maintains rosters for committees or groups.
- Serves as a liaison with other court staff, state agencies, and the public, and provide assistance as requested.
- Dockets or calendars hearings, deadlines, and appointments.
- Coordinates and schedules meetings, facilities, training, testing, vehicles, travel, staff, video conferencing and teleconferences.
- Answers telephones, provides customer service and greets visitors.
- Demonstrates conflict resolution and de-escalation while providing customer service.
- Manages and tracks information and data using electronic databases.
- Compiles and prepares statistical reports, certificates, fliers, brochures, and business cards.
- May develop presentations.
- Manages and route files, information, mail, and records to appropriate destination.
- Monitors, tracks, refers and orients program participants.
- Prepares, maintains and purges customer files, which may include confidential information.
- Coordinates employee identification, security access, and validates parking.
- Serves as a liaison between committees, the public or other judicial entities.
- Serves as a liaison to attorneys for assigned cases.
- May provide notarization services.

- May develop and maintain filing systems.
- Provides assistance with budget or legislative projects.
- Tracks and prepares travel or other reimbursement requests.
- Coordinates services with outside agencies.
- Receipts, balances, reconciles and distributes all incoming monies.
- Trains employees in day-to-day procedures and office functions.
- Develops or analyzes procedures as needed.
- May be assigned supervisory duties under the mentorship of a supervisor or manager.
- Researches and prepares documents, correspondence, notices of hearings and orders for judicial officer's signature including reports/orders to close cases, quash bench warrants, and orders adopting recommendations.
- Prepares orders (e.g. pre-trial, temporary restraining, show cause, Rule 1-016 Scheduling Orders, orders of protection, civil restraining orders, and transport orders);
- Prepares referrals to support programs such as settlement facilitations, advisory consultants, guardians ad litem, etc.
- Screens petitions for domestic violence/civil cases.
- Trains and mentors new Administrative Assistants, and other court staff.
- May be responsible for managing a Judge or Justice's chambers and chamber functions that support the court, to include maintaining and monitoring chamber's docket and/or calendar.
- Ensures office runs smoothly and efficiently.
- Prepares court files, schedules conferences, and circulates or files appellate opinions to comply with court procedures.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate advanced knowledge of customer service and office management practices, project management techniques, general office practices, establishing priorities and deadlines, managing multiple projects concurrently, preparing and organizing documents and correspondence, maintaining accurate files and records, 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: Four (4) 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 Administrative Assistant, Rev: 12/07/07 Administrative Assistant 2, 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.