

NEW MEXICO JUDICIAL BRANCH

NEW MEXICO COMPILATION COMMISSION (NMCC)

ADMINISTRATIVE ASSISTANT 3

(Classified or At-Will)

TARGET SALARY: \$45,656-\$91,310 annually, or \$21.950-\$43.899 hourly depending upon experience (pay range HH)

LOCATION: Varies, statewide locations

JOB CODE: 9018JB (Classified)

FLSA STATUS: Non-exempt

BENEFITS: Competitive benefits package offered

THE NEW MEXICO COMPILATION COMMISSION

The New Mexico Compilation Commission (NMCC) is the publisher of the official laws of the State of New Mexico. The NMCC has a governance structure consisting of an Advisory Committee and a Commission with representation from the constituencies it serves.

AGENCY OVERVIEW

The purpose of the (NMCC) is to compile and publish the official annotated laws, court opinions, annotated court rules, Attorney General opinions, State Ethics opinions, and Session Laws of the State.

GENERAL STATEMENT OF DUTIES

Acting under general direction, organize the administrative activities of the NMCC, provide customer service, coordinate projects, and perform clerical and administrative duties.

EXAMPLES OF JOB DUTIES

- The NMCC Administrative Assistant 3 is responsible for planning, organizing, and coordinating day-to-day projects, long-term projects, and activities in support of the NMCC and the director.
- Performs administrative and clerical tasks for the NMCC and provides administrative support to the director to ensure efficient operation of the office.
- Manages and tracks data for publication using electronic databases.
- Prepares and distributes materials, documents, copies, agendas, and minutes.
- May develop presentations.
- Utilizes the specialized website, *NMOneSource.com*, and extracts information from various websites for inclusion into *NMOneSource*.
- Proofreads and provides edits for the production team.
- Assists as requested, with the identification of publication needs for New Mexico Statutes Annotated (NMSA).
- Assists as requested, with activities related to session publications for the Secretary of State (SOS), including session laws, election law handbook, and the New Mexico Constitution.
- Assists as requested, with updates of New Mexico Supreme Court, Court of Appeals, Attorney General, and State Ethics case annotations within integrated databases.
- Assists as requested, with updates to the New Mexico Administrative Code (NMAC), and Federal Rules for publishing on *NMOneSource*.
- Performs data entry, electronically files documents, makes copies, and mails or disseminates records, documents, and publications as directed.
- Drafts, proofreads, edits, disseminates, and manages the timely processing of documents, correspondence, and records.

- Strictly adheres to all established publishing schedules to meet time-sensitive production deadlines, while working on multiple projects.
- Serves as a liaison to court staff, legislative staff, state agencies, and the public.
- Coordinates and schedules meetings, facilities, and video conferencing.
- Answers telephones, provides customer service, and greets visitors.
- Prepares, manages, and routes files, information, mail, and records to appropriate destinations.
- Provides assistance with court and legislative projects.
- Assists in the development, analysis, and procedures as needed for NMCC.
- Researches and prepares documents and correspondence.
- Responsible for managing functions that support the NMCC and the director, including maintaining and monitoring the NMCC calendar, creating and maintaining paper/ electronic files, and scheduling meetings.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate advanced knowledge of Microsoft Word, Excel, and Outlook, and should have knowledge and experience in customer service and office management practices. Project management techniques, knowledge in data collection methods, general office practices, establishing priorities and deadlines, managing multiple projects concurrently, preparing and organizing documents correspondence, maintaining accurate files and records, basic legal terminology; 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 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. 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: 02/26/25, Rev: 07/05/25, 10/23/25

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.