NEW MEXICO JUDICIAL BRANCH

COURT SERVICES SPECIALIST LEADWORKER

(Classified)

TARGET SALARY: $46,112-$92,223 annually, or $22.169-$44.338 hourly depending upon experience (pay range HH)
LOCATION: Varies, statewide locations
FLSA STATUS: Non-Exempt
Job Code: 9012JB
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 supervision lead, mentor, and train others to perform a variety of court security duties, as well as, administrative and clerical duties, provide technical and courtroom assistance, and work with inventory and equipment.

EXAMPLES OF JOB DUTIES

- **The Court Services Specialist Leadworker** is responsible for leading, mentoring, overseeing, and evaluating court support staff.
- Ensures staff are trained in areas such as customer service, courtroom protocol and procedure, and jury assistance, jury administration, and security activities.
- Responsible for planning, organizing, coordinating project and security activities, and office functions.
- Prepares, drafts, proofreads, edits, and disseminates documents and correspondence including pleadings.
- Dockets and enters case data and processes into the case management system.
- Maintains a docket or calendar and prepares reports, mail, fax, or documents such as notices, motions, opinions, orders, records, pleadings, memorandum in opposition, and case materials.
- Provides meeting support including the oversight of setting up information technology / audio / visual equipment, troubleshoots problems, and coordinates location.
- Oversees that court fees are accurately paid and recorded and ensures daily cash receipts are balanced and reconciled.
- Oversees the receipt of monies, tracking of expenditures, preparation of bank deposits, and filing of receipts of fees in appropriate case files.
- Provides public case information to parties, attorneys, law enforcement agencies, and other outside agencies.
- Oversees and provides guidance of the operation of the security and/or metal detecting equipment at entrance to courthouse or courtroom.
- Inspects people and packages entering and leaving the building.
- Gives instructions to customers related to public access terminals, microfiche, reader machines, the website, and general information to pro se litigants without giving legal advice.
- Serves as information systems site coordinator or back up to site coordinator and provide

technical support.

- Provides information, feedback, and input to internal and external parties.
- Operates and troubleshoots electronics such as television, video, projector, and audio equipment.
- May serve as a court monitor, and provide courtroom assistance as needed.
- Leads the operations of the inventory, fleet maintenance, and coordination and assistance with records management.
- Ensures jury support is provided and assists with jury management as needed.
- May travel to other court locations to provide court services.
- Ensures proper behavior in the courtroom for all proceedings, provides
- Coordinates with law enforcement agencies on the transportation of inmates to and from the courthouse and/or courtroom.
- Provides back up to other court staff as needed.
- May be assigned supervisory duties under the mentorship of a supervisor or manager.
- May provide direction, guidance, and assistance to subordinate staff.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of general office functions, cash handling procedures; training and coaching techniques, project management techniques; data collection methods; research methodology; general organizational structure of the judiciary; court monitoring procedures and equipment; experience communicating effectively and with conflict resolution; familiar with legal terminology knowledge in court procedures and court facilities; familiar with computer and technology equipment and troubleshooting equipment; understanding of the jury process, and knowledge of specialty court programs.

MINIMUM QUALIFICATIONS

Education: A high school diploma or GED.

Education Substitution: None.

Experience: Four (4) years of experience in court, legal, administrative, clerical, technical, IT, or a related field, of which one (1) year must have been related to customer services.

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.

Certification: May be requested to complete the New Mexico Court Monitor Certification Examination.

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, and 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: 03/26/26; 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.