

NEW MEXICO JUDICIAL BRANCH

AOC COURT SERVICES DIVISION DIRECTOR

(At-Will)

TARGET SALARY: \$105,473-\$210,945 annually, or \$50.708-\$101.416 hourly depending upon experience (pay range PP)

LOCATION: Varies, statewide locations

FLSA STATUS: Exempt

JOB CODE: 8040JB

BENEFITS: Competitive benefits package offered

ADMINISTRATIVE OFFICE OF THE COURTS (AOC)

The Administrative Office of the Courts exists to enable the courts of New Mexico to accomplish their mission through:

- Ensuring that the courts have adequate, equitably distributed resources.
- Ensuring that the courts have and use current technology.
- Providing a fair and equitable statewide human resources system.
- Developing and implementing improved court processes and supporting courts in their use.
- Collecting and providing information on and for the courts.
- Managing and accounting for the collection of revenue.
- Ensuring sound financial, budgeting and procurement practices in the management of court resources.
- Maintaining liaison with the legislative and executive branches of state government.

GENERAL STATEMENT OF DUTIES

Directs the Court Services Division of the Administrative Office of the Courts for the New Mexico Judicial Branch. Supervision is received from the AOC Director and Supreme Court Chief Justice.

EXAMPLES OF JOB DUTIES

- **The AOC Court Services Division Director** manages centralized court services and customer services for the Judicial Branch, including language access, rural justice initiatives, self-help services, the statewide call center, jury and witness services, the court appointed attorney contracts, safe exchange and visitation services, court appointed special advocate contracts, ADA Title II compliance accommodation requests, and other access to justice initiatives.
- Provides highly responsible management and administrative duties directing statewide projects.
- Facilitates access to justice mechanisms for the courts statewide, ensuring all courts have equitable access to various court services programs; investigates and develops services to address gaps in service coverage or other areas of need.
- Prepares and presents materials to the New Mexico Supreme Court
- Provides leadership and management of personnel located across the state.
- Addresses confidential and sensitive issues with judges.
- Develops division objectives and delineates available resources to accomplish AOC and judiciary wide objectives.
- Develops and implements long and short term goals, objectives, and policies for the statewide

judicial services.

- Reviews program budget, establishes budget priorities and assists in the preparation of budget expansion requests.
- Ensures effective and efficient use of resources and budget, including compliance with procurement code and other fiscal requirements.
- Directs, develops and implements projects in support of the court services statewide.
- Researches and drafts proposed legislation and provides testimony to the state legislature. Lobbies for legislative support on behalf of projects and/or the Judicial Branch.
- Prepares bill analyses to assess the impact of proposed legislation and assists in developing strategies for the passage of legislation.
- Assesses needs of and advocates for appropriate resources for programs within the Division.
- Assists in preparation of materials for, and presentations to the Legislature.
- Performs other duties in aid of the administration of justice and the administration and dispatch of the business of the courts.
- Serves on statewide or local committees.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of New Mexico state courts, including court procedures and rules, court organization and administration, services, functions and jurisdictions; public policy analysis and evaluation; techniques in managing multiple and diverse statewide program(s); conference and program planning; budget management including: performance based budgeting, tracking projected and expended project/program funds; state procurement rules; administrative processes; legislative processes including drafting, analyzing, or supporting legislation and policy initiatives; New Mexico Criminal Justice Information System; fundamental contract law; community resources; strategic planning; program development; developing and interpreting policies, procedures, and applicable laws or regulations; research and evaluation techniques; supervisory techniques; as well as skill analyzing and assessing court operations, and evaluating court program services.

MINIMUM QUALIFICATIONS

Education: Master's degree from an accredited college or university in Business Administration, Public Administration, Judicial Administration, Criminal Justice, Criminology, Social Sciences, Behavioral Sciences, Management, or a directly related field.

Education Substitution: Bachelor's degree from an accredited college or university in Business Administration, Public Administration, Judicial Administration, Criminal Justice, Criminology, Social Sciences, Behavioral Sciences, Management, or a directly related field, and two (2) years managing a statewide judicial program.

Experience: Ten (10) years of experience in court management, a criminal justice system public administration and/or managing statewide diverse programs, such as Language Access Services, Jury and Witness, treatment courts, Tribal States Judicial Consortium, Judicial Performance, and/or pretrial services; and five (5) years of supervisory experience.

Supervisory Substitution: An additional five (5) 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.

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: 10/01/97, Rev: 10/01/04, 05/01/10, 10/01/16, 10/01/18, Audited: 06/27/19, Rev: 11/01/19, Benefits updated: 02/26/21, Audit: 12/31/22, Rev Pay Range: 07/08/23, Rev: 04/01/24, Rev Pay Range: 07/06/24, 07/05/2025; 05/28/26

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.