

NEW MEXICO JUDICIAL BRANCH

AOC CHIEF OF STAFF

(At-Will)

TARGET SALARY: \$82,110-\$164,220 annually, or \$39.476-\$78.952 hourly depending upon experience (pay range MM)

LOCATION: Santa Fe, NM

FLSA STATUS: Exempt

JOB CODE: 9022JB

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.
- 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

Acting under the general direction of the AOC Director and AOC Deputy Director, provides high-level technical, strategic, project management, and operational support to the AOC management and staff.

EXAMPLES OF JOB DUTIES

- **The AOC Chief of Staff** performs highly responsible professional administrative liaison, staff and managerial work in carrying out a wide variety of activities related to organizing, coordinating and implementing management projects at the director of the AOC Director and the AOC Deputy Director. ,
- Provides executive-level operational, administrative, and project support to the AOC Director and the AOC Deputy Director by coordinating operational priorities, managing special projects, and supporting efficient day-to-day operations across the AOC.
- Improves oversight, continuity, integration, and coordination across the AOC.
- Designs, oversees, and implements priority strategic initiatives and special projects, assists the Office of the AOC Director with strategic and long-range planning for the AOC and the judiciary.
- Participates in planning efforts and keeps the Office of the AOC Director apprised of developments and departmental activities that may impact the AOC or the judiciary.
- Ensures effective daily operations across all areas of the AOC by optimizing workflows, streamlining operations, eliminating inefficiencies, and removing systemic friction.

- Facilitates problem solving, work with senior management to ensure coordination and cooperation, coordinates the continuous review of interdepartmental processes for quality control and improvement.
- Drives the AOC leadership's organizational strategic initiatives and supports long-term strategic planning efforts.
- Attends meetings for the Office of the AOC Director as needed, may represent the Office of the AOC Director at various meetings, functions and events; serves as a liaison to various organizations, and may serve as the proxy.
- Oversees AOC statewide security staff, administrative staff, and office management responsibilities assigned to the Office of the AOC Director.
- Plans and coordinates meetings, including all-hands meetings, legislative meetings, and executive leadership meetings.
- Assists the AOC Director, AOC Deputy Director, and AOC executive management team with legislative initiatives, including bill tracking, bill analysis, bill assignments, legislative review, and monitoring legislation, to include daily updates on the progress of bills related to the judiciary.
- Drafts reports, correspondence, presentations, and other written communications for the Office of the AOC Director.
- Facilitates communication and coordination of activities among the AOC, judicial entities, outside agencies, legislative bodies, and other stakeholders.
- Supports the AOC Director, AOC Deputy Director, and AOC executive management team by identifying and communicating pertinent operational and strategic issues, assisting with resolution of issues requiring the attention of the Office of the AOC Director, and monitors and evaluates progress of departments towards goals and objectives.
- Develops and refines organizational policies and procedures to support efficient and effective operations.
- Identifies operational gaps, redundancies, and operational improvements with the AOC, and provides actionable recommendations to leadership.
- Develops, implements, and manages high-level organizational initiatives while facilitating executive decision-making and cross-functional collaboration.
- Collaborates with the executive leadership to prioritize AOC projects, initiatives, and organizational objectives.
- Manages and monitors AOC Objectives and Key Results (OKR) and Key Performance Indicators (KPI), utilizing data-driven insights to support operational health and strategic decision-making.
- Assists Justices, Judges, and others, as assigned by the AOC Director, or AOC Deputy Director, in support of statewide Judicial Branch initiatives.
- Plans, organizes, integrates, and coordinates day-to-day project activities.
- Consolidates, prepares, and publishes statewide summary budget documents, annual reports, strategic plans, and associated materials.
- Acts as the primary executive support to the AOC Director and AOC Deputy Director, including managing schedules.
- Serves as administrative support for the Budget Committee, Chief Judges Council, and the Judicial Compensation Commission.
- Organizes and prepares complex technical and detailed documents and materials for meetings, including agendas and minutes, for use by the AOC Director, AOC Deputy

Director, Budget Committee, New Mexico Judicial Council Council, Judicial Compensation Commission, , Legislators, AOC executive management, and others.

- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of the principles and practices of public and court administration, strong operational and analytical skills, state legislative processes, policy development, budget management, strategic planning, problem-solving, strong organizational skills, project management skills, intergovernmental communication, facilitating communication among stakeholders and external partners, state, county and local government functions, public and media resources and relations; and the ability to coordinate high-level projects; prepare executive communications; work with or lead cross-functional teams; prepare detail-oriented and data-driven reports; develop work improvement procedures for maximum efficiency and success; work with and present to leadership; provide executive level leadership and support; manage multiple priorities with accuracy and efficiency; exercise sound judgement in a fast paced environment; supervision of staff and leading organizational initiatives, exercise discretion, professionalism, and sound judgment when handling confidential or sensitive matters; analyze information, identify issues, and develop practical solutions; and proficiency with office software platforms including Microsoft Office.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree in Business Administration, Public Administration, Judicial Administration, Communications, Political Science, Criminal Justice, Social Sciences, or a related field from an accredited college or university.

Education Substitution:

- Experience in executive administration, developing or implementing public policy, strategic planning, operations management, project management, legislative affairs, and/or managing organizational leadership may substitute for a bachelor's degree on a year-for-year basis.
- An Associate's degree in Business Administration, Public Administration, Judicial Administration, Communications, Political Science, Criminal Justice, Social Sciences, or a related field from an accredited college or university may substitute for two years of education.

Experience: Eight (8) years of experience in managing administrative operations, executive administration, developing or implementing public policy, strategic planning, operations management, project management, legislative affairs, and/or managing organizational leadership, or a directly related field, and three (3) years of supervisory experience.

Experience Substitution: Additional relevant education at the Master's Degree level may substitute for experience at a rate of thirty (30) semester credit hours equals one year of experience.

Supervisory Substitution: Leadworker duties may be considered on a prorated basis for supervisory experience at a rate of one (1) year of performing leadworker duties equals six (6) months of supervisory experience. Assigned leadworker duties include but are not limited to: Train, mentor, and develop employees; direct, plan, schedule, assign, and review the work of others; develop or assist in the development of employee performance plans and appraisals; and address concerns and troubleshoot problems. An additional three (3) 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, employeeassistance 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: 05/28/2026

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.