

NEW MEXICO JUDICIAL BRANCH

AOC GOVERNMENT RELATIONS DIRECTOR

(At-Will)

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

LOCATION: Varies, statewide locations

FLSA STATUS: Exempt

JOB CODE: 1047JB

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

Acting under the general direction of the AOC Director, and the Supreme Court Justice, the Government Relations Director serves as the primary liaison between the New Mexico Judicial Branch and state legislative and executive branches, sovereign tribal governments, and local government entities. This senior leadership position develops and executes legislative strategies, monitors policy developments, and advocates for judicial branch priorities to ensure adequate resources, operational independence, and access to justice for all New Mexicans.

EXAMPLES OF JOB DUTIES

- **The AOC Government Relations Director** coordinates with the Chief Justice, AOC Director, AOC General Counsel, and the New Mexico Judicial Council to develop and implement the Judicial Branch's annual legislative agenda, identify priority legislation, and execute strategies to advance key initiatives.
- Monitors state legislation and regulatory actions impacting the courts; analyzes bills, fiscal and policy implications; and prepares position papers, talking points, and amendment recommendations for the Chief Justice and AOC Director.
- Represents the Judicial Branch before legislative and interim committees, executive agencies, and local governments; coordinates and delivers testimony; and serves as the official spokesperson on legislative and government affairs matters.
- Builds and maintains effective working relationships with legislators, legislative staff, the Governor's Office, state agencies, tribal governments, local governments, local law enforcement, justice partners, and stakeholder organizations to advance judicial priorities and resolve issues.

- Manages the Judicial Branch’s legislative tracking system and provides regular reports, briefings, and updates to the Supreme Court, AOC leadership, and the New Mexico Judicial Council.
- Coordinates Judicial Branch responses to legislative inquiries, budget requests, and oversight matters; collaborates with the AOC Fiscal Division on appropriations strategy.
- Oversees compliance with state lobbying and ethics laws; ensures appropriate AOC staff are registered as required and ensures all advocacy activities meet Judicial Branch standards of non-partisanship and transparency.
- Develops strategic partnerships with external organizations (e.g., bar associations, justice reform groups, and national judicial organizations) to support legislative goals.
- Serves as a liaison with county commissions, city councils, county managers, municipal officials, and local elected leaders on all matters impacting court operations, including facilities, security, funding, intergovernmental agreements, and local justice initiatives as requested by the AOC Director.
- Performs special projects and other duties as assigned by the AOC Director or the Supreme Court.
- Develops and uses data to support policy positions, evaluating program impact
- May supervise.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of the New Mexico legislative processes, state government operations, and the separation of powers between the three branches of government, of 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 matters; administrative processes; legislative processes including crafting, analyzing, and supporting legislation and policy initiatives; New Mexico Criminal Justice Information System; community resources; program development; developing and interpreting policies, procedures, and applicable laws or regulations; research and evaluation techniques; strong strategic level leadership techniques; and the ability to represent the Judicial Branch in a neutral, credible, and non-partisan manner, navigate sensitive and high-profile issues with professionalism and discretion; demonstrate strong political judgment; work independently managing multiple priorities and deadlines; develop and maintain effective working relationships with legislators, legislative staff, executive agency leadership, judicial leadership, and external stakeholders; translate complex policy into clear messaging; demonstrate organizational, analytical, and tactical problem solving skills; making sound decisions and recommendations; negotiate successfully; collaborate and develop relationships with diverse constituencies to achieve goals and desired outcomes; successfully advocate for funding, policy changes or organizational priorities; building coalitions or stakeholder support; and combine legislative expertise, leadership and stakeholder influence.

MINIMUM QUALIFICATIONS

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

Education Substitution: Bachelor’s degree from an accredited college or university in Business Administration, Public Administration, Judicial Administration, Management, Project Management, Political Science, Public Relations, Public Affairs, Criminology, Social Sciences, Behavioral Sciences, or a directly related field.

Experience: Ten (10) years of experience in legislative processes, including advocacy, presenting before governmental committees, collaborating with stakeholders on legislation, demonstrating regulatory knowledge, drafting and analyzing legislation, and implementing policy changes.

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: 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.