NEW MEXICO JUDICIAL BRANCH

AOC COMMUNICATIONS OFFICER
(At-Will)

TARGET SALARY: $82,110-$164,220 annually, or $39.476-$78.952 hourly depending upon experience (pay range MM)
LOCATION: Varies, statewide locations
FLSA STATUS: Exempt
JOB CODE: 8035JB
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

Develops and coordinates the New Mexico Judicial Branch communications, public education, and information programs. Supervision is received from the AOC Director and Supreme Court Chief Justice.

EXAMPLES OF JOB DUTIES

- **The AOC Communications Officer** is part of a communications team that plans, develops, coordinates and implements a comprehensive communication program to enhance internal and external communication of the Judicial Branch's strategic plan, programs, policies and initiatives, including news media relations, public activities and public education training for staff and Judges.
- Collaborates with a wide range of individuals in the development and implementation of plans for effectively sharing information with the general public, legal community and the Legislative and Executive branches of government.
- Establishes and maintains positive, effective operating relationships with a variety of stakeholders including media representatives, public officials and public agency representatives, special interest groups, and the public.
- Serves as a liaison between the Supreme Court, Administrative Office of the Courts and other Judicial Entities or public agencies; responds to media inquiries by gathering information and referring the media to the appropriate resources; and completes special assignments in support of the New Mexico Judicial Branch.

- Plans, researches, prepares and disseminates public information, news releases, videos, public service announcements, and promotional and educational materials. Manages social media accounts. Represents the Administrative Office of the Courts and the New Mexico Supreme Court, makes presentations in a variety of settings including public meetings, legislative meetings, classrooms, public events, and community groups, and collaborates with court administrators, judges and public education committees to determine the public education needs. Coordinates and conducts community events. Works with the Bar Association to provide workshops and round table discussions for the media about courts statewide.
- Responds to emergency incidents, serves as spokesperson to the press, public, and other public agency representatives, coordinates with local, state and federal Public Information Officers as needed and serves as a representative or liaison to other public agencies.
- Provides strategies for dealing with difficult issues publicly and for garnering positive press attention to judicial branch entities. Assists in the development and maintenance of the New Mexico Judicial Branch website, develops general informational materials such as the Annual Report, Strategic Plan and Newsletter.
- Assesses needs of and advocates for appropriate resources for programs within the Division.
- Assists in responding to AOC public records requests and inquiries.
- Assists in the development, planning, and communication of new legislation, coordinates legislative activities, engages in legislative policy analysis, tracks legislation and analyzes progress; provides legislative updates to appropriate management and staff, and review and develop pertinent legislative proposals and determine impact to the Judiciary.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate advanced knowledge of the principles and practices of public and court administration, general local government functions, and the practices of public and media resources and relations, exhibit excellent oral, written, technological and communication skills. The position requires demonstrated leadership skills, strong interpersonal skills, and organization. Ability to conceptualize, develop, and implement major media campaigns, marketing programs, and various special projects; manage social media accounts and website content; development of professional publishing such as reports, and newsletters and video productions. Ability to transform visionary ideas into effective practice.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree from an accredited university in English, journalism, mass media communications, public relations, advertising, marketing, public administration or a related field.

Education Substitution: Four (4) years of directly related or relevant experience.

Experience: Seven (7) years experience in public information, marketing, mass media, public relations, or related field.

Experience Substitution: Additional relevant education may substitute for experience at a rate of 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 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: 12/01/08 as AOC Public Info Officer, Audited: 02/01/13, Rev: 09/01/14, 11/01/14 Name change to AOC Communications Officer, 09/01/18, Audited: 06/27/19, Rev: 11/01/19, Benefits updated: 02/26/21, Audit: 12/31/22, Rev Pay Range: 07/08/23 Rev Pay Range: 07/06/24, 07/05/25, 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.