

**STATE OF NEW MEXICO
SECOND JUDICIAL DISTRICT COURT
HUMAN RESOURCE OFFICE
400 Lomas NW (Third Floor, Room 325)
Albuquerque, NM 87102**

J O B A N N O U N C E M E N T

- JOB CLASSIFICATION:** ADMINISTRATIVE ASSISTANT 2 (FT-AT-WILL) #00047061
- ASSIGNMENT LOCATION:** COURT ADMINISTRATION
- RANGE:** Range HH; \$20.491 hourly (80% compa-ratio) to \$40.982 (160% compa-ratio)
Current Employees Refer to NM Judicial Branch Personnel Rules
Target Pay Range/Rate: \$25.614-\$30.736
- WORKING DAYS/HOURS:** Monday through Friday 8:00 a.m. - 5:00 p.m. (Subject to change or as assigned)
- CLOSING DATE:** OPEN UNTIL FILLED
- TO APPLY:** Submit a New Mexico Judicial Branch Application for Employment, or a Resume and a Resume Supplemental form and proof of education to 2ndjobapply@nmcourts.gov or the address above. Required forms can be located at nmcourt.gov.

GENERAL STATEMENT OF DUTIES:

Acting under general direction organize the administrative activities of an office or special program, provide customer service, coordinate projects and perform clerical or administrative duties. Specifically, this position would serve as a public relations administrative assistant, working directly with court administration on outreach initiatives and projects, and working with members of the media. Preference will be given to individuals with experience or education in public relations.

EXAMPLES OF JOB DUTIES:

- The Administrative Assistant 2 is responsible for planning, organizing, and coordinating day-to-day and long-term project and activities.
- Prepare procurement requests and bids/quotes.
- Prepares and distributes materials, documents, copies, agendas and minutes.
- Performs data entry, electronically files documents, makes copies and mails or disseminates records.
- Drafts, proofreads, edits, disseminates and manages the timely processing of documents, correspondence, and records.
- Maintains rosters for committees or groups.
- Serves as a liaison with other court staff, state agencies, and the public, and provide assistance as requested.
- Dockets or calendars hearings, deadlines, and appointments.
- Coordinates and schedules meetings, facilities, training, testing, vehicles, travel, staff, video conferencing and teleconferences.
- Answers telephones, provides customer service and greets visitors.
- Demonstrates conflict resolution and de-escalation while providing customer service.
- Manages and tracks information and data using electronic databases.
- Compiles and prepares statistical reports, certificates, fliers, brochures, and business cards.
- Manages and route files, information, mail, and records to appropriate destination.
- Monitors, tracks, refers and orients program participants.
- Prepares, maintains and purges customer files, which may include confidential information.
- Coordinates employee identification, security access, and validates parking.
- Serves as a liaison between committees, the public or other judicial entities.
- Serves as a liaison to attorneys for assigned cases.
- May provide notarization services.
- Provides assistance with budget or legislative projects.
- Tracks and prepares travel or other reimbursement requests.
- Coordinates services with outside agencies.
- Receipts, balances, reconciles and distributes all incoming monies.
- Trains employees in day-to-day procedures and office functions.

- Develops or analyzes procedures as needed.
- May be assigned supervisory duties under the mentorship of a supervisor or manager.
- Researches and prepares documents, correspondence, notices of hearings and orders for judicial officer's signature including reports/orders to close cases, quash bench warrants, and orders adopting recommendations.
- Prepares orders (e.g. pre-trial, temporary restraining, show cause, Rule 1-016 Scheduling Orders, orders of protection, civil restraining orders, and transport orders);
- Prepares referrals to support programs such as settlement facilitations, advisory consultants, guardians ad litem, etc.
- Screens petitions for domestic violence/civil cases.
- Trains and mentors new Administrative Assistants, and other court staff.
- May be responsible for managing a Judge or Justice's chambers and chamber functions that support the court, to include maintaining and monitoring chamber's docket and/or calendar.
- Prepares court files, schedules conferences, and circulates or files appellate opinions to comply with court procedures.
- Other duties as assigned.

**This job description is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions performed.*

COMPETENCIES/QUALIFICATIONS:

The successful applicant should demonstrate advanced knowledge of customer service and office management practices. Project management techniques, data collection methods, general office practices, establishing priorities and deadlines; managing multiple projects concurrently, preparing and organizing correspondence precisely, maintain accurate files and records, basic legal terminology; supervisory techniques,; mediation and managing conflict.

MINIMUM QUALIFICATIONS:

Education: A high school diploma or GED.

Education Substitution: None.

Experience: Four (4) years' of experience in a secretarial, clerical or related field.

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.

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 coworkers, clients, the public, and judges and justices.

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 time off, up to eight (8) weeks
- Paid time off and retirement buyback
- Eleven (11) paid holidays
- Up to twelve (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, lab work at facility (Stay Well Health Center) in Santa Fe, NM
- Bilingual compensation*
- Training and career development opportunities
- Higher education opportunities and 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*

These benefits vary by job classification or need

The Second Judicial District Court is an Equal Opportunity Employer and applicants selected for an interview must notify the Human Resource Division of the need for an accommodation.