



Administrative Office of the Courts

Business Unit: 23500

Judicial Specialist 2, #00054615-23500, Full-Time, Term, in Roswell, NM

of Positions: 1

Opening Date: 03-10-2023 - Close Date: 03-31-2023

Job Pay Range: GG: \$16.922 - \$33.845 per hour

Target Pay Range/Rate: \$16.922 - \$18.852119 per hour

The Fifth Judicial District Court is recruiting for one full-time, term, Judicial Specialist 2 position #00054615-23500 in Roswell, Chaves County, New Mexico for the Chaves County District Court. **GENERAL STATEMENT OF DUTIES:** Acting under general supervision prepare and process court documents, perform judicial procedures and work with the court case management system.

EXAMPLES OF JOB DUTIES

- The Judicial Specialist 2 is responsible for using the case management system to open, docket, and close cases based on judgement details.
- Provides customer service information with a high volume of pro se litigants by providing general procedural information without giving legal advice.
- Uses the case management system to (1) open cases – determine case type/cause of action and assess and receipt filing fee if required; (2) docket cases – review documents and determine appropriate event codes, enter data, scan documents, and link related scanned images; and (3) close cases – determine and enter closing events, disposition type, and judgement details.
- Assesses, receipts, records, and reconciles monies, and prepares bank deposits; follows cash handling procedures.
- Processes, maintains, and distributes documents, files, and case materials.
- Uses electronic filing to review incoming filings for format, signatures, event code, and filing fees.
- Processes and expedites orders of protection.
- Accurately disburses bond payments, and prepares and maintains bond reports.
- Reconciles billing and invoices from contracted vendors provided for Specialty Court Programs.
- Prepares, proofreads, edits and mails out documents such as notices and final orders.
- Executes on case hearings, which may include: orders to show cause, bench warrants, recusals, excusals, pleadings, and rule extensions.
- Maintains cash till and ensures court fees are accurately assessed, paid, receipted, and correctly recorded in the case management system.
- Provides public case information to parties, attorneys, law enforcement agencies, and other outside agencies.
- Orders, reviews, sorts, and organizes jury summons.
- Prepares alpha list, random list, voir dire sheet, and seating chart for jury trials.
- Organizes case files for microfilming, archiving, and destruction.
- Prepares exhibits and hard copy case files.
- Researches automated, hard copy, and microfiche files for case status data.
- Certifies and prepares court records, tapes, logs, and exhibits for cases on appeal to higher courts.
- Ensures the office, courtrooms, and equipment are operational.
- Ensures judicial calendars and schedules are maintained.

- Serves as a court monitor.
- Under general supervision will perform clerical and technical duties involved in case processing, file maintenance, jury management and the conduct of the clerical business of the court.
- Manages jury trial calendar request for judges to schedule upcoming jury trials.
- Advising internal staff of the jury procedures/ when jurors are reporting/ updates on specific trials
- May serve as a courtroom clerk, produce Instant J&Ss, and obtain signatures from the parties/counsel of record, assigned judge, file, and distribute.
- Provide support to other magistrate or district courts within the judicial district.
- The daily routine includes working with prospective jurors. Instructing them on how to complete their information online and/or providing appropriate forms when necessary.
- Other duties include answering phone calls, addressing incoming and outgoing correspondence, maintaining office supplies, etc.
- Coordinates program participation with Specialty Programs within the Court.
- Accepts, maintains, and files court exhibits, which may include hazardous and or dangerous items.
- Gathers, delivers, and files recordings, receipts for log and exhibits to provide accurate record keeping procedures.
- Troubleshoots recording equipment, runs updates, and maintains technical logs.
- Responsible for retention of case material and marks for identification logs, files, and safeguards evidence as a public, sequestered or sealed exhibit.
- Acts as a liaison between court personnel, litigants, or attorney to advance court proceedings.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of legal terminology and phrases; basic knowledge of jury service; filing methods; case processing; knowledge of Specialty Court Programs; research methodology; project management techniques; court fee accounting practices; court monitoring procedures; Court Clerk's Procedures Manual and Code of Ethics; court's and States Language Access Policies, access to the Certified Language International Interpreting Line; and general organizational structure of the judiciary.

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 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 time off, up to eight (8) weeks
- Paid time off and retirement buyback
- 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*

QUALIFICATIONS

- Education: A high school diploma or GED.

- Education Substitution: None.
- Experience: Two (2) years of experience in court case processing, a legal secretarial or related field such as advanced customer service, data processing, and/or banking/financial experience.
- Experience Substitution: Attainment of the Judicial Studies Certificate will substitute for one (1) year of experience. 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.
- Typing Certification: A typing certification from the New Mexico Department of Workforce Solutions (www.dws.state.nm.us) or similar may be required. If certification is required, a typing proficiency score of at least 35 net words per minute is mandatory. The New Mexico Workforce Connection Certification must have been issued within five (5) years of application.
- Certification: May be requested to complete the NM Court Monitor Certification Examination.

TO APPLY: Must submit the New Mexico Judicial Branch Application for Employment and proof of education prior to 5:00 P.M. on Friday, March 31, 2023 to:

Application forms:

Microsoft Word Format

Adobe PDF Format

Resume Supplemental Forms:

Microsoft Word Format

Adobe PDF Format

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EQUAL OPPORTUNITY EMPLOYER