

**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:** PUBLIC INFORMATION OFFICER (FT-AT-WILL) #00047061
- ASSIGNMENT LOCATION:** COURT ADMINISTRATION
- RANGE:** Range LL; \$33.774 hourly (80% compa-ratio) to \$67.549 (160% compa-ratio)  
Current Employees Refer to NM Judicial Branch Personnel Rules  
Target Pay Range/Rate: \$33.774 - \$42.750
- 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](mailto:2ndjobapply@nmcourts.gov) or the address above. Required forms can be located at [nmcourt.gov](http://nmcourt.gov).

**GENERAL STATEMENT OF DUTIES:**

Acting under general direction, plans, develops, coordinates, and implements a comprehensive public information program.

**EXAMPLES OF JOB DUTIES:**

- The Public Information Officer is responsible for planning, researching, preparing, and disseminating public information, news releases, and educational materials.
- Enhances internal and external communication of the court's strategic plan, programs, policies, and initiatives, including news media relations, public activities, and public education training for staff and judges.
- Collaborates with individuals in the development and implementation of plans for effectively sharing information with the legal community and the general public.
- Works with the court's management staff in developing strategies for the dissemination of information to the public and within the judiciary.
- Develops the public calendar on the court's website to feature major court and community events.
- Prepares and reviews press releases while maintaining strong working relationships with the media.
- Provides strategies for dealing with difficult issues publically and for garnering positive press attention.
- Evaluates and responds to court's public records requests in coordination with all nonjudiciary sources and court administration.
- Oversees production of judicial publications such as a news column, judicial newsletter, and the annual report.
- Recommends policies and analyzes legislation regarding the Inspection of Records Act, federal legislation and relevant state law for record dissemination and confidentiality.
- Develops and implements a proactive media relations program to increase public awareness and understanding of the judicial system.
- Develops and maintains a historical record of significant court events and takes photographs to publicize court events.
- Other duties as assigned.

**COMPETENCIES/QUALIFICATIONS:**

The successful applicant should demonstrate their knowledge of the judicial system, organizational structures of courts, state and local government, political systems and processes, community development and outreach organizations, court administration and public administration; principles and practices of public relations and the working press; presenting information and communicating cleanly; desktop publishing techniques; and laws, rules and regulations that affect court administration or judiciaries as a whole, preferably as they apply in New Mexico.

## **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:** 4 years of directly related or relevant experience.

**Experience:** Four (4) years of experience in public information, marketing, mass media, and/or public relations.

**Experience Substitution:** Additional relevant education may substitute for experience at a rate of thirty (30) semester hours equals one year of experience.

**Other:** This position is not eligible for "stand-by" status or pay. This position is not eligible for an alternative work week schedule, and the incumbent is expected to work during established business hours.

## **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.**

8/17/2023