

NEW MEXICO JUDICIAL BRANCH

COURT EXECUTIVE OFFICER 1 (At-Will)

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

SUMMARY

Under administrative direction and in accordance with prescribed NM statutes and judicial policies and procedures, manage court administrative functions (case management, finance, budget, procurement, contracts, information technology, payroll, human resources); direct work and supervise staff through line supervisors, and oversee day-to-day facility maintenance and security operations. Fulfill statutory requirements as Clerk of the Court. **May** administer court related programs including but not limited to specialty courts, probation, and jury programs. **May** be designated by the Supreme Court of New Mexico as the Administrative Authority for a district court, with regard to all administrative matters or for specific assigned matters; manage district court operations that are located in multiple counties.

The number of employees, subordinate supervisors, managers and directors, budget size, special courts and programs, and administrative complexity are strong considerations in assigning job classifications within the Court Executive Officer job classification series.

QUALIFICATIONS

Education: Bachelor's degree from an accredited college or university in business or public administration or a related field.

Education Substitution: None

Experience: Four (4) years in court management or experience in budget, finance, procurement, human resources and contracts administration, of which includes two (2) years supervisory experience.

Experience Substitution: Relevant graduate level education may substitute for up to two (2) years experience at a rate of 30 semester hours equals one (1) year of experience. Education may not substitute for supervisory experience.

Other: Completion of a post-offer background check may be required.

Knowledge: Knowledge of management practices and techniques for managing projects including: setting goals, establishing time lines, identifying resources and evaluating work products; financial management techniques; operations and facilities management; principles and practices of public and court administration; judicial organizational structure and other courts' jurisdictions; local court management, programs and rules; case flow management; New Mexico Court Manual; personnel management practices, principles and techniques; employment law (i.e., Americans with Disabilities Act, Family Medical Leave Act, Equal Employment Opportunity Act, Fair Labor Standards Act, Occupational Safety and Health Administration, Workers' Compensation); computer hardware and software applications (standard office applications, and case, financial and human capital management systems); New Mexico Judicial Branch Personnel Rules (NMBJPR), policies and procedures; performance-based budgeting, analysis, forecasting and formulation; operating budgets; governmental and Generally Accepted Accounting Principles (GAAP) and Generally Acceptable Accounting Standards (GAAS); contracts, Memorandum Of Understanding (MOUs) and Requests For Proposals

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(RFPs); grant writing and administrative procedures; payroll, cash and internal control procedures; New Mexico procurement code; auditing and inventory processes; short-and long-term planning methods; legislative process; design concepts, building, remodeling, traffic flow, parking and signs; data storage and retrieval; and office space utilization, design and equipment.

Skill & Ability: **Skill in** supervising employees, overseeing the planning, scheduling, assigning, reviewing, monitoring and evaluation of work; determining direction and necessary training; addressing disciplinary issues and providing appropriate correctional measures; delegating responsibilities and assignments based on an accurate assessment of staff skills and abilities; coaching individuals one-on-one or in groups; identifying solutions, implementing change, and monitoring situations to determine if solutions are effective; assessing security issues and applying appropriate responses; researching and applying state and federal laws, rules, regulations, policies and procedures to all court operations; anticipating and evaluating the impact of policies, procedures, rules and statutory changes; data collection and analysis; developing strategic plans; developing, implementing and coordinating rules, policies and procedures for court/program; applying the New Mexico Court Manual; following New Mexico Judicial Branch Personnel Rules (NMBJPR), policies and procedures; handling complaints in a diplomatic manner; communicating effectively both orally and in writing with diverse parties; public speaking and presentations; and proper English usage, grammar and punctuation. **Ability to** collect and analyze data; develop strategic plans; write and edit of policies, procedures, rules and regulations; apply crisis management and response; mediate and resolve conflict; handle complaints in a diplomatic manner; maintain confidentiality and use discretion when dealing with sensitive information; budget, provide budget analysis and preparation of budget projection; analyze financial information and generate projections; research and interpret data and legislation; draft legislation; research, comprehend and explain complex issues; conduct complex statistical analysis and prepare detailed reports; apply customer service practices; organize and set priorities; multi-task; meet deadlines under pressure; be attentive to detail; take initiative and make independent judgements; problem solve; work independently; maintain a high degree of accuracy; manage complex organizations; demonstrate rational analytical thinking; retain information; balance conflicting demands; inspire teamwork; build consensus; establish and maintain cooperative working relationships; receive, impart and follow directions; provide effective strategic planning; and manage time and resources.

EXAMPLES OF WORK PERFORMED

Supervision - Primary responsibility for issues or situations related to: recruitment, interviewing, promotion and selection; orientation; payroll and benefits administration; classification; compensation; development and interpretation of personnel rules, policies and procedures; set expectations and performance standards; prioritize, assign, review and evaluate work of supervisory staff; forecast, plan, organize, and develop work and training programs; mentor, coach and provide feedback to supervisory staff; facilitate decision making to mitigate conflicts and when necessary provide mediation and conflict resolution for court staff; advise, guide and counsel supervisors and judges through complaints, grievances and progressive disciplinary processes and procedures; represent management during challenges to disciplinary actions; and investigate EEOC/HRD complaints; prepare reports of findings, review findings of fact, and recommend response and/or corrective action.

Financial Management - Prepare, manage and administer the court's annual operating budget; provide strategic financial planning including short-and-long term forecasting; prepare, review and approve all

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financial reports, reconciliations, and expenditures; provide oversight of all purchases in compliance with the NM Procurement Code; direct contract preparation, administration, development, management and compliance; oversee daily financial operations of the court in accordance with proper procedure, rules, regulations, statutes and laws; develop and administer daily financial policies and procedures; control court trust account disbursements; provide oversight of financial audit process; prepare and provide reports for auditors and comply with audit findings; seek, acquire, administer, and evaluate related grants and other funding sources; oversee management of the court's assets and inventory. **May** act as the Chief Financial Officer (CFO) for the court.

Court Management - Develop court operating vision, goals and objectives; implement and coordinate rules, policies and procedures for the court; provide administration and direction to judges for court related programs and initiatives; oversee the operations and staffing of the court to ensure uniformity in the processing of court documents, accurate receipting and reconciling of court fines and fees, provision of customer service; and the best use of judicial staff; initiate, develop, plan, monitor, modify and evaluate program operations and performance measures; perform internal audit procedures as necessary; address confidential and very sensitive issues with judges; acquire resources from state, county, city or private organizations; consult and collaborate with supervisors, employees, other state agencies, state legislators, the public, press, attorneys, and private vendors; prepare comprehensive status and statistical reports, rules and procedures manuals; and address citizen complaints. **May** serve on statewide or local committees; prepare and make oral presentations at national, state and local conferences; and manage special court projects.

Legislative - Research, develop, coordinate, and track legislative initiatives; research and draft proposed legislation, provide testimony and assist in developing strategies for passage of legislation; track multiple bills and perform bill analysis for effect and impact on the court or agency; analyze court/program needs and address requests from legislature and other interested parties; provide information to legislators and other governmental agencies and parties; appear, speak/present information to legislators; make recommendations and advocate for bills to legislators as needed; attend legislative hearings (interim and session) and represent the court and judicial branch; act as liaison between judges and legislature; and develop and present specialized programs. **May** work with multiple political entities (county, city or village) in multiple counties within a district.

Security and Facility Management - Collaborate with outside security agencies to ensure the safety and well-being of all judges, staff and the public; design and enforce court security measures for information technology, public information and records; manage facilities in a manner that provides for a safe, secure and ergonomic work environment; evaluate and modify court facilities, space, security, traffic flow and parking; work with others to develop, design and use court facilities in a safe, efficient and effective manner; provide direction and guidance; negotiate, persuade and present court needs to many government bodies including city, county, state and federal commissions/managers, or county sheriffs; and serve as the liaison between the city, county, state and federal government officials to ensure safe and adequate court facilities.

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WORK ENVIRONMENT AND PHYSICAL DEMANDS

The following functions are representative 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 often fast paced and stressful work environment in an office or court setting. Frequent travel will be required (valid drivers license required). The employee is expected to be punctual and to adhere to assigned work schedule. The employee must regularly interact positively with co-workers and the public; work under severe time constraints and meet multiple demands from several people. The work performed frequently requires the use of computers, repetitious hand, arm and finger motions as well as manual/finger dexterity. The employee must be able to walk, talk, hear, climb ladders, kneel, stoop; move, lift, pull and carry up to 25 pounds, be on call, work overtime and flexible work hours including weekends and holidays.

The employee may be required to sit for long periods of time or stand for hours. The employee may be exposed to fluctuating building and outdoor temperatures; mental fatigue; hostile or violent situations that may arise when dealing with individuals involved in court cases; exposed to disturbing or hazardous court exhibits and contagious health conditions.

Dev: 11/4/02 - Court Administrator 1 & 2

Rev: 1/22/08 - Court Executive Officer 1

Rev: 10/4/13