

NEW MEXICO JUDICIAL BRANCH
DEPUTY COURT EXECUTIVE OFFICER 3
(At-Will)

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

SUMMARY

Under general direction assist the Court Executive Officer 3 in the management of large diverse court divisions, such as administrative services (finance, facilities, security, human resources, and information systems) or other large court divisions (probation, case management, multiple specialty courts); and direct work and supervise these divisions through subordinate deputy court executive officers, chief financial officer, directors, managers, and supervisors.

The number of employees, subordinate deputy court executive officers, supervisors, managers and directors, budget size, special courts and programs, and administrative complexity are strong considerations in assigning job classifications within the Deputy 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: Five (5) years in court management or advanced managerial experience in budget, finance, procurement, human resources and contracts administration, of which includes four (4) 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 techniques and practices for managing multiple and diverse 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; local court management, programs and rules; case flow management; judicial organizational structure and other courts' jurisdictions; 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);

financial management techniques; performance-based budgeting, analysis, forecasting and formulation; operating budgets, Administrative Office of the Courts (AOC) guidelines, Department of Finance (DFA) and Legislative Finance Committee rules and regulations; governmental and Generally Accepted Accounting Principles (GAAP) and Generally Acceptable Accounting Standards (GAAS); contracts, Memorandum Of Understanding (MOUs) and Requests For Proposals (RFPs); Intergovernmental Agreements; and grant writing and grant administration.

Skill & Ability: Skill in supervising employees; 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; communicating effectively both orally and in writing with diverse parties; public speaking and presentations; proper English usage, grammar and punctuation; analyzing budgets and preparing budget projections; analyzing financial information and generating projections; researching and interpreting data and legislation; problem solving; multi-tasking; working independently; creative thinking; maintaining a high degree of accuracy; **Ability to** manage organizational units; demonstrate rational analytical thinking; conduct complex statistical analysis and prepare detailed reports; supervise employees, oversee the planning, scheduling, assigning, reviewing, monitoring and evaluation of work; delegate responsibilities and assignments based on an accurate assessment of staff skills and abilities; determine direction and necessary training; address disciplinary issues and provide appropriate correctional measures; coach individuals one-on-one or in groups; apply customer service practices; organize and set priorities; meet deadlines under pressure; be attentive to detail; draft legislation; research, comprehend and explain complex issues; mediate and resolve conflict; retain information; manage and respond in crisis situations; balance conflicting demands; inspire teamwork; build consensus while establishing and maintaining cooperative working relationships; receive, impart and follow directions; assist with short and long-term strategic planning; apply payroll, cash and internal control procedures; follow New Mexico procurement code; implement auditing and inventory processes; participate in the legislative process; manage time and resources; prepare, present, lobby and negotiate realistic budgets; convince funding authorities of the need for appropriations (general or capital funding) based on cost benefit or other analysis; allocate court resources: managerial, technical and administrative staff; budgets; technology; courthouses, courtrooms and other facilities across courts and court divisions; and understand the complex relationship at the state and county levels that are critical to the court's funding and effective operation.

EXAMPLES OF WORK PERFORMED

Supervision - Responsible for issues or situations within assigned division/program(s) related to: recruitment, interviewing, promotion and selection; orientation; payroll and benefits administration; classification; compensation; the interpretation of personnel rules, policies and procedures; set expectations and performance standards; prioritize, assign, review and evaluate work of supervisory staff; 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 staff; advise, guide, assist and counsel supervisors, management and judges through complaints, grievances and progressive disciplinary processes and procedures; assist in investigating EEOC/HRD complaints and recommend response and/or corrective action(s)

Financial Management - Prepare, manage and assist with the administration of the court's annual operating budget; provide and support strategic financial planning including short and long term forecasting; seek, acquire, administer, and evaluate related grants and other funding sources. Prepare, review and assist in the oversight of court wide financial reports, reconciliations, and expenditures; ensure all purchases are in compliance with the NM Procurement Code; and prepare statistical reports for program/division(s) evaluation and performance. Assist in the oversight of significant court wide contracts including their preparation, administration, development, management and compliance; manage through supervisors the daily operations of the court in accordance with proper financial policies, procedures, rules, regulations, statutes, and laws; assist in the oversight and management of the court's assets including trust funds and trust account disbursements; and inventory, the financial audit process; and prepare and provide reports for auditors and comply with audit findings.

Management - Manage and supervise the daily operation of large court divisions, including but not limited to administrative services, specialist courts, and case management; develop, implement, coordinate and oversee the compliance of rules, policies and procedures for the court and division(s); oversee the operations of the division(s); oversee day-to-day facility maintenance operations and develop and coordinate court and facility wide security operations; develop, monitor, evaluate and modify strategic operations and performance measures; perform internal audit procedures as necessary; provide administration and direction to management and judges related to court related programs and initiatives; address confidential and sensitive issues with management and judges; prepare comprehensive status and statistical reports, rules and procedure manuals; consult and collaborate with management and judges, employees, other state agencies, state legislators, the public, press, attorneys, and private vendors. Prepare and make oral presentations; address citizen complaints; acquire resources from state, county, city or private organizations; act as liaison between the court, Federal, local government and legislative bodies; prepare correspondence including official court documents and financial transactions; prepare complex and detailed reports; attend meetings, training and presentations; facilitate Judicial meetings; research statutes rules, regulations and make recommendations; and requisition services and supplies as necessary. **May** - serve on statewide or local committees; prepare and make oral presentations at national, state and local conferences.

Legislative - **Assist** in researching and/or drafting proposed legislation. **May** provide testimony to the state legislature.; Prepare bill analyses to assess the impact of proposed legislation and assist in developing strategies for proposing legislation; research, develop, coordinate, track and assist with legislative initiatives; oversee the tracking of bills and bill analyses for effect and impact on the court; analyze court and division(s) needs and address requests from legislature and other interested parties; provide information for legislators and other governmental agencies and parties; attend legislative hearings (interim and session) and represent the court and judicial branch; act as liaison between judges and legislature; and develop specialized programs.

Security and Facility Management - Collaborate as needed with outside security agencies to ensure the safety and well-being of all judges, staff and the public; 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; work with others to develop, design and use court

facilities in a safe, efficient and effective manner; and serve as the liaison between the city, county, state and federal government officials to ensure safe and adequate court facilities.

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 and a valid driver's license is 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: 1/30/2014 – Deputy Court Executive Officer 3