

# NEW MEXICO JUDICIAL BRANCH

## Program / Project Coordinator

(Classified)

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

### **SUMMARY**

Under general supervision, provide high-level support, complete multiple special projects, and assist with the planning, organizing, directing, and management of a program or project, to include the day-to-day administrative functions of a program or project.

### **QUALIFICATIONS**

**Education:** Associate's Degree from an accredited college or university in Criminal Justice, Business or Public Administration, social sciences or a related field.

**Education Substitution:** Two years of experience, performing advanced executive level administrative or project management assistance may substitute for education on a year for year basis.

**Experience:** Three years of experience as a program specialist, legal office specialist, and/or administrative assistant.

**Experience Substitution:** 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.

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

**Knowledge:** Working knowledge of program or project planning, techniques and implementation; state procurement rules and regulations; court or judiciary structure; proofreading techniques; computer systems and applied programs which may include desktop publishing (i.e. Word, Excel spreadsheets, Access databases, Adobe Acrobat, e-mail, Internet and scheduling applications, including those designed specifically for project management); research and problem solving techniques; state and federal grant compliance methods; court rules, policies, and procedures; basic principles of budgeting, cost analysis and fiscal management; customer service practices; and advanced knowledge of proper English usage, grammar, vocabulary, punctuation and spelling.

**Skill and Ability:** Skill in assisting in the coordination and implementation of a single program or multiple programs; performing multiple tasks and assisting management with the coordination

of a project/program; preparing and organizing complex documents and correspondence accurately; the ability to meet deadlines; learning and adapting quickly to changing needs and requirements; establishing priorities and meeting deadlines; multi-tasking; communicating effectively both orally and in writing with diverse parties; dealing with people diplomatically, and courteously; providing excellent customer service; active listening; using common sense; using excellent telephone etiquette; developing and running reports; recognizing important details that may need further action; researching and retrieving information using the case management system, database or Internet; assimilating information and providing accurate and appropriate responses; maintaining accurate files and records; filing, typing and entering data precisely; operating office and video equipment; and appraising situations in order to recognize safety and security issues. **Ability** to track multiple details consecutively and accurately; demonstrate highly developed organizational skills; work well under pressure; work independently and manage time effectively while handling a high-volume workload in an environment subject to frequently changing priorities and high stress; be tactful and diplomatic; problem solve and apply relevant policies and procedures; focus on the specific elements of a program/project; accurately compile information and prepare reports; analyze data; apply proper English grammar, vocabulary, punctuation, and spelling; proofread; work as a team member; communicate clearly and concisely; apply good judgment to difficult and demanding situations and assignments; recognize matters which should be referred to others; remain impartial; and learn and adapt quickly to changing requirements, outcomes and surrounding events

### **EXAMPLES OF WORK PERFORMED**

**Program/Project Administration** – Assist in the development of program or project plans in collaboration with manager, including a detailed schedule to track the completion of program or project goals and deadlines; assist with planning, organizing, and coordinating the day-to-day activities of a program or project; monitor and track progress, changes, and/or issues that arise; compile and create a summary of the project details / developments for distribution; organize and coordinate meetings as requested, which may include preparing agenda items, presentations, and/or documents to be presented at meetings; maintain confidential records for management to include records management and archiving; track eligibility requirements and compliance with statutory eligibility for program participants or judges; and serve as liaison between management, divisions, programs, judges, courts, and programs as needed and requested. **MAY** – Act as point of contact during the absence of the Program or Project Manager to include following-up on issues, or emergencies, and/or drafting correspondence, etc.; and may become DPS certified and perform background checks. **MAY** conduct drug tests. **Administrative** – Prepare a variety of documents (e.g. correspondence, requests for proposals, contracts, agendas, legislative materials, minutes, event programs, bulletins, reports, newsletters); assist other division and team members in preparing and formatting documents, including PowerPoint presentations; develop and maintain an efficient filing system; maintain a tracking system for items such as, responses to proposals, contracts, purchase requisitions, etc.; develop, maintain and update databases and mailing lists; proofread and edit documents; organize meetings and conference calls/video-conferences, take and prepare meeting minutes; assist the Judicial

Information Division in maintaining and/or updating a Division or Program's web data; monitor, procure, and coordinate the distribution of supplies and materials; facilitate travel arrangements for multiple parties and prepare travel reimbursement requests; liaise with in-house staff or members of other host organizations to coordinate logistical arrangements for workshops, special events and related activities; coordinate special mailings; answer phones; greet visitors; respond to inquiries from internal and external parties (e.g. public, judges, interpreters, public agencies, etc.); and schedule and coordinate appointments, meetings, events, facility usage, etc., for management. **Data Analysis & Assessment** – develop, format, compile and maintain data (i.e., policies, brochures, fliers, certificates, etc.) from a variety of sources (courts, agencies, vendors); and analyze data and make recommendations for the improvement of court operations, and programs. **Budget** – Assist management with budgetary issues; develop a system to track and monitor the budget of programs and projects; provide budget reports; reconcile travel expenditures and submit them for payment; coordinate the financials and logistics for programs, projects, divisions, mediators, courts, facilities, and/or clients, which might include pro tempore judges as requested. **Audit** – Assist with internal audits and the gathering of data and reports as requested; audit financial, program, division and project information as requested to ensure quality assurance of records and data.

### **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. 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 frequent 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 and travel occasionally.

The employee may be required to sit for long periods of time, stand for hours. The employee may be exposed to fluctuating building 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.

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