

Administrative Office of the Courts

THINGS TO CONSIDER

INITIAL HIRES & PROMOTIONS

Most individuals who are new hires to the Judicial Branch will require training in court processes. Differences however can be evaluated.

Reference checks with immediate supervisors will also help differentiate candidates who look the same on paper.

EXAMPLE – Court Clerk 2 minimum qualifications (qualifications needed on day one), require a HS diploma or GED and two (2) years of experience in court case processing, a legal secretarial or related field.

Candidate A - *Just meets* the minimum qualifications. Candidate A has a HS diploma and two (2) years as a secretary in a real estate firm (in a related field). Considerations - The individual will need to be trained in court case processing. It seems appropriate to hire this individual at 80% compa ratio.

Candidate B - *Just meets* the minimum qualifications. Candidate B has a HS diploma and two (2) years court case processing at another NM Magistrate Court. Considerations - The individual will not need to be trained in court case processing. It seems appropriate to hire this individual between 85% and 90% compa ratio.

Candidate C - *Exceeds* the minimum qualifications. Candidate C has a HS diploma and three (3) years experience in a related secretarial field. Considerations - The individual will need to be trained in court case processing, but does have one year additional secretarial experience. It seems appropriate to hire this individual at 85%.

Candidate D - *Exceeds* the minimum qualifications. Candidate D has a HS diploma and four (4) years in a related secretarial field. Considerations - The individual will need to be trained in court case processing, but does have two years additional experience. It seems appropriate to hire this individual between 85% and 90% compa ratio.

Candidate E - *Exceeds* the minimum qualifications. Candidate E has a HS diploma and five (5) years in a related secretarial field. Considerations – The individual will need to be trained in court case processing, but does have additional experience. It seems appropriate to hire this individual between 90% and 95% compa ratio.

Candidate F - *Exceeds* the minimum qualifications. Candidate F has a HS diploma and six (6) years in court case processing. Considerations - The individual may need to be trained in specific magistrate court case processing, but does have additional court case processing experience. It seems appropriate to hire this individual between 95% and 100% compa ratio.

Candidate G - *Exceeds* the minimum qualifications. Candidate G has a HS diploma and seven (7) years in court case processing at another NM Magistrate Court. Considerations - The individual will not need to be trained in court case processing. It seems appropriate to hire this individual between 100% and 105% (full performance) compa ratio.

PROMOTIONS - Other things to consider when promoting an individual:

Employee Performance Evaluations that are accurately completed may be an indicator of employee performance and his/her potential to succeed upon promotion. Evaluation scores reflect the employee's ability and may help the supervisor anticipate the employee's learning curve in the new job classification.

For example: Employees receiving an "Exceeds Expectations" or higher on their previous two annual performance evaluations may be good candidates to receive a promotion within the appropriate progression benchmark range, up to 110% Compa Ratio.

Employees receiving a "Meets Expectations" rating in any of their two previous Performance Evaluations maybe candidates that receive a promotion within the appropriate progression benchmark range, up to 95% Compa Ratio.