

# NEW MEXICO JUDICIAL BRANCH

## GENERAL POLICY AND PROCEDURE

Reference NMJBPR Glossary of Terms

### ADMINISTRATIVE AUTHORITY, APPOINTING AUTHORITY & AT-WILL EMPLOYEE LIST

#### 1. PURPOSE

This policy contains a list of At-Will Job Classifications within the Judicial Branch.

The Administrative Authority is the Chief Judge or designee in a Judicial Entity. The Appointing Authority may be the Administrative Authority or designee in a Judicial Entity.

#### 2. DEFINITIONS

- A. **Administrative Authority** – Individual or designee with the primary responsibility to supervise and coordinate the administration of a Judicial Entity, or as designated by the Chief Judge and approved by the Supreme Court order.
- B. **Appointing Authority** – The individual who has the primary responsibility to recruit, review and recommend applicants for vacant positions in the Judicial Branch. An appointing authority may designate this responsibility to another supervisor or manager.
- C. **At-Will Employee** – A person in the Judicial Branch who is FLSA non-covered, on the New Mexico Judicial Branch Job Classification and Pay Schedule, excluding a justice or judge.
- D. **Classification Study** – A study designed to identify duties and responsibilities of a job and to validate minimum qualifications.
- E. **Judicial Branch** – The Supreme Court, The Court of Appeals, Administrative Office of the Courts, District, Metropolitan and Magistrate Courts, the Supreme Court Building Commission, the New Mexico Compilation Commission and the Supreme Court Law Library.
- F. **Judicial Entity** – Any court or administrative group within the Judicial Branch.

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### 3. ADMINISTRATIVE AUTHORITY

A. The Administrative Authority of a Judicial Entity shall be:

- (1) the Chief Judge (in accordance with LR2-102 NMRA, Rule 23-109); or
- (2) designee if requested in writing by the Chief Judge and with the approval of the New Mexico Supreme Court by Supreme Court Order.

### 4. AT-WILL EMPLOYEE LIST (Effective November 12, 2010)

The following is a list of all At-will job classifications and job specification numbers within the Judicial Branch. Many of the jobs listed are appointed by statute or are Judge's personal staff. This list may change due the job classification studies and audits, and is also reflected in the New Mexico Judicial Branch Job Classification and Pay Schedule.

AOC Chief Financial Officer – #2500JB  
AOC Chief Information Officer - #9601JB  
AOC Court Services Division Director - #8040JB  
AOC Deputy Chief Information Officer - #9605JB  
AOC Deputy Director - #8030JB  
AOC Director - #8000JB  
AOC Executive Assistant to the Director - #9022JB  
AOC Human Resources Director - #2000JB  
Appellate Paralegal - #9444  
Attorney – Administrative Assistant to the Chief Justice - #1000JB  
Attorney – AOC General Counsel - #1010JB  
Attorney – AOC Magistrate Court Division Director - #1050JB  
Attorney – Assistant - #1020JB  
Attorney – Associate - #1030JB  
Attorney – Chief Appellate - #1035JB  
Attorney – General Counsel - #1045JB  
Attorney – Senior - #1060JB  
Attorney – Supervisor - #1070JB  
Attorney – Administrative Assistant to the Chief Justice - #1000JB  
Bailiff - #9103  
Bailiff Security - #9108JB  
Building and Grounds Superintendent - #1200JB  
Certified Court Monitor - #9085JB  
Certified Real Time Court Reporter - #9096JB

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Chief Appellate Court Clerk - #8025JB  
Child Support Hearing Officer - #9179  
Compilation Commission Director - #9035JB  
Court Executive Officer 1 - #8010JB  
Court Executive Officer 2 - #8015JB  
Court Executive Officer 3 - #8020JB  
Court Reporter - #9086  
Domestic Relations Hearing Officer - #1100JB  
Executive Assistant to a Chief Judge - #9027  
Judicial Standards Commission Director - #9191JB  
Judicial Standards Financial Specialist - #9190JB  
Judicial Standards Commission Investigator - #9195JB  
Judicial Standards Legal Office Specialist - #9470JB  
Law Clerk - #1075JB  
Special Commissioner - #9847  
State Law Librarian - #9309JB  
Trial Court Administrative Assistant - #9020JB

**Effective Date:** November 12, 2010

  
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Arthur W. Pepin, Director  
Administrative Office of the Courts

Date 12/7/10

