

NEW MEXICO JUDICIAL BRANCH

Attorney - Magistrate Court Division Director (At-Will)

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

SUMMARY

Under administrative direction, provide legal counsel, manage the Magistrate Courts statewide and supervise staff of the Magistrate Court Division (MCD). Plan, integrate, and coordinate the statewide MCD functions related to fiscal, human resources and information systems. Perform highly responsible management and administrative duties directing statewide projects.

QUALIFICATIONS

Education: Must be a graduate of a law school meeting the standards of accreditation of the American Bar Association; possess a license to practice law in the State of New Mexico.

Education Substitution: None

Experience: Five (5) years of experience in the practice of law, and four (4) years of experience in administration and/or court management, of which three (3) years must have included contracts management and supervisory experience.

Experience Substitution: None.

Knowledge: Knowledge of civil and criminal legal procedures; contract and lease management; facilities management; legal principles and ethics; New Mexico state laws and statutes; court jurisdiction and local court rules; court records management; jury management; the principles and practices of public and court administration; legislative and budget processes; grant administration; supervisory techniques, coaching, performance evaluations; hiring, training, discipline, termination; management practices and techniques for managing multiple and diverse statewide projects, including setting goals, establishing time lines, identifying resources, and evaluating work products; customer service practices; organization and specific operations of court systems and state and local government, and case management processing.

Skill & Ability: Skill in analyzing legal issues and court operations; assessing and evaluating a variety of court programs and court services; giving direction to subordinates; communicating clearly and effectively; preparing and making written and oral presentations to elected and other public officials; writing, evaluating and negotiating contracts; handling complaints in a diplomatic manner; applying the principles of public and court administration; managing multiple and diverse projects, including setting goals, establishing time lines, identifying resources, and evaluating work products; statistical analysis and needs assessment; training, supervising, evaluating and motivating professional staff; reading, understanding, analyzing and interpreting contract terms, conditions and agreements, statutes and proposed legislation; setting priorities and quickly assessing a situation, multitasking to

achieve objectives; working in an environment subject to frequently changing priorities, high stress and exposure to conflicting situations; effectively managing time and resources. **Ability** to balance effectively practical and legal considerations; develop procedures manuals; delegate responsibilities and assignments based on an accurate assessment of staff skills and abilities; establish and maintain cooperative working relationships; use initiative and independent judgement, maintain confidentiality, use discretion when dealing with sensitive information, and be computer literate.

EXAMPLES OF WORK PERFORMED

Set statewide division goals and objectives; provide legal analysis and application of such analysis to legal issues involved in the MCD; advise field and AOC personnel on legal issues; write contracts; address confidential and very sensitive issues with judges; develop overall division objectives and delineate available resources; develop court rules and manuals; administer grants and provide reports; review program budget, establish budget priorities and assist in the preparation of budget expansion requests; coach and motivate staff concerning the implementation of projects, deadlines, and priorities; plan, organize, integrate and coordinate the work of, and supervise, hire, approve leave, train, mentor, evaluate and discipline MCD employees; review and approve all new hires and promotions in the MCD; review court staffing study to determine best use of judicial staff; evaluate court facilities, space, security, traffic flow and parking; prepare comprehensive status and statistical reports, rules and procedures manuals; assign Judges ProTemp; direct, develop and implement MCD projects; consult and collaborate with Judicial Branch managers, employees, other state agencies, state legislators, the public, press, attorneys, and private vendors; develop and present specialized training programs; research and draft proposed legislation and provide testimony to the state legislature; lobby for legislative support on behalf of projects and/or the Judicial Branch; prepare bill analyses to assess the impact of proposed legislation and assist in developing strategies for passage of legislation; prepare and make oral presentations; address citizen complaints; serve on statewide or local committees; speak at national, state and local conferences regarding Magistrate Courts; keep up to date with latest trends in court management locally and nationally.

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 office or court setting. The employee is regularly required to sit for long periods of time, walk, talk and hear; read typed and/or handwritten material. The work performed frequently requires close exposure to VDT's, CRT's, UV rays; repetitious hand, arm or finger motions, as well as manual/finger dexterity. The employee will work closely with other Division Directors and may have to make quick decisions under high stress. The employee may be required to travel and overtime and/or flexible work hours may be required; lift, move, push and carry up to forty (40) pounds; exposed to fluctuating building and outdoor temperatures.

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