

# NEW MEXICO JUDICIAL BRANCH

## DEPUTY COURT EXECUTIVE OFFICER 1

(Classified)

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

### **SUMMARY**

Under general direction assist a Court Executive Officer in the management of a small to medium size court division(s) and direct work and supervise through subordinate supervisors.

This job classification may also be used under general direction to assist a Deputy Court Executive Officer 2, or a Court Executive Officer 3 in the management of significantly larger courts (300 FTE), and direct work and supervise through subordinate supervisors.

The number of employees, subordinate 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:** Associates degree from an accredited college or university in business or public administration or a related field, plus two (2) years experience that must include budget, finance, procurement, human resources and contracts administration.

**Experience:** Two (2) years in court management or advanced managerial experience in budget, finance, procurement, human resources and contracts administration, of which includes one (1) year supervisory experience.

**Experience Substitution:** Relevant graduate level education may substitute for up to one (1) year 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; 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 capitol management systems); financial management techniques; governmental and Generally Accepted Accounting Principles (GAAP) and Generally Acceptable Accounting Standards (GAAS); contracts, Memorandum Of Understanding (MOUs) and Requests For Proposals (RFPs); and grant writing and administration procedures.

**Skill & Ability:** **Skill in** 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. **Ability to** analyze budgets and prepare budget projections; analyze financial information and generate projections; research and interpret data and legislation; research, comprehend and explain complex issues; 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; multi-task; meet deadlines under pressure; be attentive to detail; problem solve and use conflict resolution; work independently; maintain a high degree of accuracy; demonstrate rational analytical thinking; mediate and resolve conflict; retain information; 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; and manage time and resources.

### **EXAMPLES OF WORK PERFORMED**

**Supervision** - Responsible for issues or situations related to court/division/program(s): recruitment, interviewing, promotion and selection; orientation; payroll and benefits administration; classification; compensation; development and 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 staff; and assist in investigating EEOC/HRD complaints.

**Financial Management** - **Assist in** the preparation, management and administration of the court's or division's annual operating budget; support strategic financial planning including short-and long-term forecasting; seek, acquire, administer, and evaluate related grants and other funding sources; prepare financial reports, reconciliations, and expenditures; prepare all purchases in compliance with the NM Procurement Code; assist in contract preparation, administration, development, management and compliance; supervise daily financial policies and procedures; assist in the financial audit process; and prepare and provide reports for auditors and comply with audit findings.

**Management** - Manage the daily operation of a court division or program(s), including but not limited to all case management, administrative functions information systems, domestic violence division, pro se assistance and staffing; develop, implement and coordinate rules, policies and procedures for the court/program(s); oversee the processing of documents and the provision of customer service; develop, monitor, evaluate and modify program operations and performance measures; perform internal audit procedures as necessary; provide administration and direction to judges and program managers for court related programs and initiatives; address confidential and very sensitive issues with judges; prepare

comprehensive status and statistical reports, rules and procedures manuals; consult and collaborate with Judges, Judicial Branch managers, 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; assist with the implementation of information technology projects; prepare and make oral presentations at national, state and local conferences and before judicial committees.

**Legislative - May** assist in researching proposed legislation; prepare bill analyses to assess the impact of proposed legislation; research, track and assist with legislative initiatives; research proposed legislation; track multiple bills and perform bill analysis for effect and impact on the court or agency; 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 - May** - collaborate as needed with outside security agencies to ensure the safety and well-being of all judges, staff and the public; organize and implement security training for security bailiffs and/or court staff; enforce court security measures for information technology, public information and records; assist in managing facilities in a manner that provides for a safe, secure and ergonomic work environment; and work with others to develop, design and use court facilities in a safe, efficient and effective manner; serve as the liaison between the city, county, state and federal government officials to ensure safe and adequate court facilities. May

### **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 (valid drivers license 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 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: 3/9/98 - Deputy Court Administrator 1  
Rev: 1/22/08 - Deputy Court Executive Officer 1  
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