

NEW MEXICO JUDICIAL BRANCH

JUDICIAL STANDARDS COMMISSION INVESTIGATION AND CLERK SPECIALIST

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

SUMMARY

Under general supervision, assists the Executive Director, staff attorneys, Investigator, and other Commission support staff with the investigation and litigation of matters before the Commission involving the removal, retirement, or discipline of judges; serves as a liaison to other agencies and the public; performs routine legal support work in a legal office setting; maintains case files and data, statistics, and research materials; composes correspondence and other legal documents as directed, and performs other administrative support functions.

QUALIFICATIONS

Education: Associates degree in criminology, criminal justice, police science, paralegal studies, or a related field.

Education Substitution: Two (2) years of experience as a legal assistant, legal office specialist, court clerk, peace officer, detective, investigator, or in a related field.

Experience: Three (3) years of experience as a work experience as a peace officer, detective, investigator, legal assistant, legal office specialist, court clerk, or in a related field. Experience in criminal, civil, domestic relations, or administrative law preferred.

Experience Substitution: Additional relevant education may substitute for up to one (1) year of experience. Thirty (30) semester hours equals one year of experience.

Certification/Licensure: Must possess, maintain, and provide proof of valid driver's license, auto insurance, and clean driving record. Peace officer certification is an asset, but is not required. If candidate holds or held a peace officer certification, it must be in good standing in New Mexico and all other states where licensure or certification is held.

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

Knowledge: Knowledge of New Mexico law and court procedures, and basics of trial preparation, investigation, interview and surveillance techniques, and evidence gathering. Excellent interpersonal and communication skills required. Knowledge of the differences between authorized practices and the unauthorized practices of law; knowledge of legal terminology and procedures, court rules, policies, and operations; case management systems and applicable software; New Mexico Statutes Annotated (NMSA); Supreme Court Rules and

Regulations; New Mexico Judicial Branch Personnel Rules; New Mexico One Source; and other legal reference materials; court and Commission procedures versus legal advice; office management and practices; office equipment, computer systems, and applied programs; computer research using the internet; sources for fact gathering, data collection and retrieving information; proper English usage, grammar, vocabulary, punctuation, spelling, and basic math.

Skill & Ability: Skill in writing reports, witness interview techniques, gathering evidence and analyzing information, assisting with surveillance techniques; assisting in trial preparation, avoiding the unauthorized practice of law and the giving of legal advice; dealing with conflict and hostile individuals; identifying potentially dangerous situations; applying effective interview techniques; applying proper English grammar, vocabulary, punctuation, and spelling; effective communication, both oral and written; use of legal reference materials; preparing legal documents and correspondence; compiling information and preparing reports; using computers, including hardware and software (Microsoft Office Suite); understanding and utilizing legal terms and phrases; and maintaining confidentiality, professional demeanor, and composure. **Ability to** work independently and under pressure; communicate effectively both orally and in writing; perform legal research and apply knowledge of legal procedures stipulated by New Mexico Rules; apply and communicate rules for case administration; exercise independent judgment in appraising situations; deal with conflict and hostile individuals; utilize conflict resolution techniques; establish priorities; meet deadlines; multitask to achieve objectives; effectively manage time within restrictive time frames; establish and maintain cooperative working relationships; follow written and oral directions; organize and maintain accurate records and files; use sound discretion and judgment; adapt to frequently changing priorities and high stress; effectively work in a collaborative, small office environment and proficiently use court and internal case database systems, e-mail, and the internet. Fluency in Spanish is an asset.

EXAMPLES OF WORK PERFORMED

Assist with witness identification, location and interviews, obtain court files, and gather various types of evidence. Answer telephones, provide customer service and information to the public, judges, attorneys, and other agencies; provide routine assistance to the public, judges, court staff and outside agencies with forms, referrals and information according to Commission rules and guidelines to customers; keep others apprised of changes in procedures; coordinate the timely processing of documents and data; answer telephones; maintain office files and records; file, stamp and docket all documents/pleadings; assist in maintaining calendars of deadlines and appointments; independently draft routine orders, pleadings, and affidavits, analyze documents for rule compliance, process cases; prepare drafts, notices, affidavits, and orders pursuant to directive by the Executive Director, staff attorneys, and other staff; draft and prepare correspondence and documents; schedule appointments and prepare materials for meetings; document communication(s) in case file; accurately prepare, track and maintain case files, both paper and electronic; provide information and referral services; communicate and apply Commission rules and protocols for case review, administration, filing, procedures and legal process; utilize and update legal reference materials. **May** interview identify relevant legal issues, analyze circumstances and review rules; make recommendations regarding complex situations and how to address non-routine issues that may fall outside court rules and guidelines; provide guidance, consultation and assistance to new staff in the technical and procedural aspects

of their job; assist in the Commission hearing room; prepare legal pleadings; data collection; compile and prepare statistical reports; coordinate with other agencies and staff to manage cases and case documents; provide assistance for back-up to other staff as requested; event planning; prepare draft memoranda; serve as a Court Monitor; and serve as a liaison with other staff, state agencies and the public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The following functions are representative, but not all inclusive of the work environment and physical demands an employee may expect to encounter in performing tasks assigned to this job.

The employee will work closely and effectively with attorneys, staff, judges, and the public. The work is performed in an often fast paced and stressful work environment and the employee may have to make quick decisions under stress, as well as meet multiple demands from several people. The work requires the extensive use of computers and is performed in an office setting. The employee is regularly required to sit for long periods of time, read typed and/or handwritten material; perform repetitious hand, arm and finger motions as well as use manual/finger dexterity and may also be required to move, lift, pull and carry up to 25 pounds; travel; valid driver's license and clean driving record required; work overtime and/or flexible hours, weekends, and holidays; and may be exposed to fluctuating building temperatures. The employee may be exposed to hostile or violent situations that may arise when dealing with individuals involved in cases; be exposed to disturbing and/or hazardous exhibits.

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