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Administrative Office of the Courts

Business Unit: 21800

AOC Deputy Director, #00027501-21800, Full-Time, At-Will, in Albuquerque or Santa Fe, NM

of Positions: 1

Opening Date: 01-30-2024 - Close Date: 03-01-2024

Target Pay Range/Rate: \$57.692 - \$81.731 hourly OR \$120,000 - \$170,000 annually

The Administrative Office of the Courts (AOC) is recruiting for a Full-Time, At-Will, AOC Deputy Director position, #00027501-21800, in Albuquerque or Santa Fe, New Mexico. GENERAL STATEMENT OF DUTIES: The Deputy Director works closely with the Director under the guidance of the New Mexico Supreme Court to manage all aspects of court operations. AOC responsibilities include oversight of court budgets that exceed \$200 million annually, personnel rules and actions statewide, court services and programs, and technology that include a statewide case management system and electronic filing. Duties include frequent contacts with executive and legislative agencies as well as active involvement with legislative initiatives before and during the annual legislative session. The New Mexico Judiciary is unified, giving the Director and Deputy Director significant, broad involvement in all aspects of court operations statewide. Serving as the Deputy Director provides the opportunity to play a vital role in developing and implementing policies and programs throughout the state. This position would serve as the AOC representative staffed to and supporting many judicial committees that develop and administer judicial policies. The office location is Albuquerque (oasis in the high desert, full of rich history, diverse culture, authentic art & dynamic traditions, painted skies, abundant space and more than 310 days of sunshine) or Santa Fe (the state capitol with a diverse culture, beautiful high desert mountains, and abundant museums, restaurants, and outdoor recreation opportunities), New Mexico. The AOC has offices in both Albuquerque and Santa Fe, with occasional statewide travel. Finalist(s) may be subject to criminal background checks.

EXAMPLES OF JOB DUTIES

- The Deputy AOC Director assists the AOC Director to plan, organize and implement statewide judicial branch activities, administrative policies and services; develop strategic and tactical plans and maintain alignment of strategic objectives with the strategic direction in accordance with statutory requirements and of the Supreme Court.
- Lobbies for legislative support on behalf of projects and/or the Judicial Branch; and prepares bill analyses to assess the impact of proposed legislation and assist in developing strategies for passage of legislation.
- Advises the AOC Director and management on issues related to judiciary wide planning.
- Recommends systems and policies to achieve desired goals affecting all judicial employees.
- Manages multiple operations or programs.
- Directs formal planning, project management and performance measurement activities; decides or

recommends decisions as required by the AOC Director that may include personnel and disciplinary matters that require AOC action or approval.

- Assists in the oversight of the unified budget and reviews proposed budgets submitted by courts; prepares comprehensive status reports, rules and procedures manual, and establishes AOC priorities.
- Engages in contract negotiations for AOC and courts statewide. May manage and oversee the negotiation and management of contracts on behalf of the AOC and in accordance with established contracting procedures and applicable laws.
- Collaborates with outside security agencies to ensure the safety and well-being of all judges, staff and the public.
- Oversees maintenance agreements and contractual services.
- Participates in inter-agency, multi-branch meetings and serve on statewide committees.
- Examines the fiscal matters and the state of the dockets of the courts.
- Prepares and transmits to the Supreme Court statistical data and reports as to the business of the courts.
- Participates in the planning for future Judiciary initiatives.
- Assists in the development of the strategic plan for the judiciary; works with the AOC and the courts to assist them in identifying a clear mission, vision and shared values.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate advanced knowledge of the principles and practices of public and court administration and management practices and techniques for managing multiple and diverse statewide projects. Experience with legislative and budget processes, organization and general statewide initiatives promulgated by statute, the Governor and the Supreme Court; project reporting and tracking methods and techniques; negotiation techniques; policy development; and supervisory techniques.

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. Work is performed in an office or court setting. A valid driver's license and travel may be required. The assigned work schedule may include nights, weekends, holidays, and overtime. The employee must regularly interact positively with co-workers, clients, the public, judges, and justices.

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

BENEFITS

- Medical/Dental/Vision/Rx, Short, and Long Term Disability Insurance Programs, employee assistance program (EAP) [<http://www.mybenefitsnm.com/>]
- State paid life insurance, supplemental and dependent life insurance
- Optional flexible spending accounts for medical, day-care, and travel expenses
- Paid time off, up to eight (8) weeks
- Paid time off and retirement buyback
- Eleven (11) paid holidays
- Up to 12 weeks of paid parental leave
- Deferred Compensation 457(b) plan
- Lifetime Defined Benefits Retirement Plan [<http://www.nmpera.org/>]
- Flexible work schedules and alternative work locations*
- Free health care, Rx, and lab work at the facility (Stay Well Health Center) in Santa Fe, NM
- Bilingual compensation*
- Training and career development opportunities
- Higher education opportunities, educational leave, and tuition reimbursement
- May qualify for the Public Service Loan Forgiveness Program (PSLF)
- May receive overtime holiday or shift differential pay*
- May receive physical fitness leave*

These benefits vary by job classification or need

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, or be willing to become licensed to practice law in New Mexico within one year of hire.
- **Education Substitution:** None
- **Experience:** Nine (9) years of experience in court administration, public administration, business administration, finance and/or a related judicial or business field to include experience working with the legislative process, legislators, and other professionals, of which five (5) years must have been as a supervisor overseeing multiple and diverse programs and divisions.
- **Experience Substitution:** Additional relevant education at the Master's degree level may substitute for experience at a rate of thirty (30) semester hours equals one (1) year of experience; additional education may not substitute for supervisory experience.

TO APPLY: Submit a New Mexico Judicial Branch Application for Employment, or a Resume and a Resume Supplemental form, and proof of education to:

Application forms:

[Microsoft Word Format](#)

[Adobe PDF Format](#)

Resume Supplemental Forms:

[Microsoft Word Format](#)

[Adobe PDF Format](#)

Administrative Office of the Courts
Attn: AOC Human Resources Division
202 East Marcy Street
Santa Fe, New Mexico 87501
Fax: 505-479-2641
Email: jobs@nmcourts.gov

PROOF OF EDUCATION IS REQUIRED.

EQUAL OPPORTUNITY EMPLOYER