



## Administrative Office of the Courts

**Business Unit: 21800**

**Program/Project Coordinator #1011772-21800 Full-Time, Perm, in Albuquerque or Santa Fe, NM**

**# of Positions: 1**

**Opening Date: 02-19-2024 - Close Date: 03-04-2024**

**Target Pay Range/Rate: \$33,000- \$36,000 hourly OR \$ 68,640 - \$ 74,880 annually**

The Administrative Office of the Courts (AOC) is recruiting for a full-time, classified, Program/Project Coordinator position #1011772-21800 in Albuquerque or Santa Fe, NM (Negotiable). GENERAL STATEMENT OF DUTIES: Under supervision of the LAS Program Manager or designee, the program/project coordinator will be responsible for a designated region within the state of New Mexico for which they will need to schedule, assign, and coordinate with various courts and court personnel to meet the demands for language access services. Coordination will include communication with a variety of personnel that includes but is not limited to: court staff, judges, attorneys, contract interpreter service providers and other stakeholders. This job will require pre-approving travel for contract interpreters, arranging travel for out of state contract interpreters within policy guidelines, and contributing to the community outreach and educational program initiatives, such as: recruitment, community involvement, Language Access Specialist and Justice System Interpreter Program. The successful candidate will possess excellent written and oral communication skills, attention to detail, the ability to multitask, and be able to work under pressure to handle the demands of high volume courts with dynamic scheduling needs. Occasional travel to courts within the assigned region may be necessary, travel to assigned courts for participation in Language Access Plan review meetings, and travel will be required as needed to participate in mandatory team meetings. Finalist(s) may be subject to criminal background check.

### EXAMPLES OF JOB DUTIES

- The Program / Project Coordinator is responsible for providing administrative and clerical assistance in the development of programs or project plans.
- Creates detailed schedules to track the completion status of program goals and deadlines.
- Tracks eligibility requirements and compliance with statutory eligibility for program participants or judges.
- Acts as point of contact during the absence of the Program or Project Manager.
- Prepares requests for proposals, contracts, agendas, legislative materials, minutes, event programs, bulletins, reports, and newsletters.
- Maintains a tracking system for items such as responses to proposals, contracts, and purchase requisitions.
- Reconciles travel arrangements for multiple parties and prepares travel reimbursement requests.
- Schedules and coordinates appointments, meetings, events, and facility usage.
- Develops a system to track and monitor the budget of programs in the alignment of providing a budget report.
- Coordinates and organizes the financials and logistics for workshops, special events, programs, projects, divisions, as well as court officials.
- Audits financial, program, division and project information as requested to ensure quality assurance of records and data.
- Other duties as assigned.

### COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate their knowledge of program or project planning, coordination and implementation of a single program or multiple programs; state procurement rules and regulations; court or judiciary structure; research and problem solving techniques; state and federal grant compliance methods; court rules, policies, and procedures; basic principles of budgeting, cost analysis and fiscal management.

### 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: Associate's Degree from an accredited college or university in Criminal Justice, Business or Public Administration, social sciences or a related field.
- Education Substitution: Two (2) years of experience, performing advanced executive level administrative or project management assistance may substitute for education on a year for year basis.
- Experience: Three (3) years of experience as a program specialist, legal office specialist, and/or administrative assistant.
- Experience Substitution: Secondary education in a related field may substitute for up to one (1) year of experience. Thirty (30) semester hours equals one (1) year of 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 E. Marcy Street  
Santa Fe, New Mexico 87501  
Fax: 505-479-2641  
Email: [jobs@nmcourts.gov](mailto:jobs@nmcourts.gov)

### **PROOF OF EDUCATION IS REQUIRED.**

Applications can be emailed, faxed, or mailed.

### **EQUAL OPPORTUNITY EMPLOYER**