

# NEW MEXICO JUDICIAL BRANCH

## AOC COURT SERVICES DIVISION DIRECTOR (At-Will)

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

### **SUMMARY**

Under administrative direction, manage the work and supervise the staff of the Administrative Office of the Courts (AOC) Court Services Division (CSD); plan, integrate, and coordinate the statewide CSD functions related to fiscal, human resources and information systems; perform highly responsible management and administrative duties directing statewide projects, staff and division operations.

### **QUALIFICATIONS**

**Education:** Bachelor's degree in Business Administration, Public Administration, Criminology, Statistics, Management, or a related social science.

**Education Substitution:** None

**Experience:** Eight (8) years of experience in court management or public administration, of which three (3) years must have been in project management and budget administration, and three (3) years of supervisory experience.

**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 year of experience. Education may not substitute for supervisory experience.

**Knowledge:** Knowledge of the principles and practices of public and court 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; methods of data collection, analysis, evaluation and statistical research methods; legislative and budget processes; customer service practices; organization and general operations of court systems and state and local government, and case management processing.

**Skill & Ability:** **Skill in** analyzing court operations and assessing and evaluating a variety of court programs and services; giving direction to subordinates; communicating clearly and effectively; preparing and making written and oral presentations to elected and other public officials; 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. **Ability to** train, supervise, evaluate and motivate professional staff; read, understand, analyze and interpret contract terms, conditions and agreements, statutes and proposed legislation; set priorities and quickly assess a situation; multitask to achieve objectives; delegate responsibilities and assignments based on an accurate assessment of staff skills and abilities; effectively manage time and resources; work in an environment subject to frequently changing priorities, high stress and exposure to conflicting situations;

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establish and maintain cooperative working relationships; use initiative and independent judgment; maintain confidentiality and use discretion when dealing with sensitive information, and be computer literate.

### **EXAMPLES OF WORK PERFORMED**

Set division goals and objectives. Plan, organize, integrate and coordinate the work, and supervise, hire, train, mentor, evaluate and discipline subordinate project managers and administrative staff; develop overall staff project objectives, delineate which resources are available, coach and motivate staff concerning the development of projects, deadlines, and priorities; collect court data and perform statistical data analysis; grant administration and reporting; review results of CSD completed work; collaborate with project managers to evaluate program budgets and establish budget priorities and assist in the preparation of budget expansion requests; conduct interim and final Judicial Performance Evaluations for judges statewide; direct, develop and implement court projects and management studies, such as staff and judge workload, judicial performance of judges, mediation in abuse and neglect; and other special management projects; consult and collaborate with all levels of Judicial Branch employees, other state agencies, state legislators, the public, press, attorneys, and private vendors; 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 comprehensive status and statistical reports, rules and procedures; interpret and implement legislation, rules and procedures; prepare and make oral presentations; serve on statewide or local committees; speak at national, state and local conferences regarding project initiatives; manage and direct project outside contractors and associated budget; 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 requires the extensive use of computers and is performed in an office or court setting. The employee will work closely with other Division Directors and may have to make quick decisions under high stress. The employee is regularly required to sit for long periods of time, talk, hear, read typed and/or handwritten material; perform repetitious hand, arm and finger motions as well as use manual/finger dexterity. May also be required to stand, walk, kneel/stoop, move, lift, pull and carry up to 25 pounds; travel (valid driver's license required), work overtime and/or flexible hours, weekends, and holidays; and may be exposed to fluctuating building temperatures, hostile or violent situations and contagious health conditions. The employee is expected to be punctual and to adhere to a work schedule.