

NEW MEXICO JUDICIAL BRANCH

AOC EXECUTIVE ASSISTANT TO THE DIRECTOR (At-Will)

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

SUMMARY

Under the direction of the Administrative Office of the Courts (AOC) Director, provide executive level administrative support, complete multiple special projects and manage the office of the AOC Director. Facilitate communication among judicial entities as well as with outside agencies. Organize and prepare complex, technical and detailed documents for use by the AOC Director, Budget Committee, Chief Judges Council, Judicial Compensation Commission, Criminal Justice Task Force, Governor's Task Force on Equity in the Judiciary, Legislators, AOC Division Directors and others. Draft reports, letters and other written communications for the AOC Director. Assist Justices, Judges and others, as assigned by the Director, in support of statewide Judicial Branch initiatives.

QUALIFICATIONS

Education: Associate degree in any field.

Education Substitution: Two (2) years experience as a legal office specialist, administrative assistant, or project manager.

Experience: Five (5) years experience as a legal office specialist, administrative assistant, or project manager.

Experience Substitution: Attainment of the Judicial Studies Certificate will substitute for one (1) year of experience. Additional post-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.

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

Knowledge: Knowledge of proper English usage, grammar, vocabulary, punctuation and spelling; proofreading techniques; office management and practices; computer systems and applied programs to include desktop publishing; computer research using the internet; project management techniques; administrative, management planning and research principles, methods and techniques; sources for data collection; basic math; court rules, policies, and operations; basic principles of budgeting, cost analysis and fiscal management; court structure, functions, administration and operations. Must understand the operations of the AOC and all levels of the Judiciary as well as detailed knowledge of the legislative process and the relationships between the Judicial, Legislative, and Executive branches of government.

Skill & Ability: **Skill** in preparing and organizing complex documents and correspondence precisely; accurately compiling information and preparing reports; applying proper English grammar, vocabulary, punctuation, and spelling; proofreading; project management; prioritizing workload and managing multiple projects concurrently; applying attention to detail; coordinating with others; using computers, including hardware and software; desktop publishing integrating text with complex graphics; communicating concisely and clearly; maintaining confidentiality; maintaining professional demeanor, and composure; using discretion when dealing with sensitive information; applying good judgment to difficult and demanding situations and assignments; maintaining excellent working relationships with the Justices, Judges, managers, legal organizations, legislators, public and private organizations and the general public; communicating orally; understanding and utilizing legal terms and phrases; effectively utilizing resources; and coordinating the integration of the work of the disparate divisions of the AOC on projects relating to Judiciary budgets, statistical reports, committee requests, and documents for publication. **Ability** to work independently, take initiative, identify issues, troubleshoot and solve problems; exercise resourcefulness; meet assigned deadlines; make quick decisions under stress; focus on the specific elements of a project; perform multiple tasks and manage several projects at one time; work under pressure; exercise independent judgment in appraising situations; recognize matters which should be referred to others; be informative and responsive; speak publically; deal with higher courts; remain impartial; deal with conflict and hostile individuals; utilize conflict resolution techniques; learn rapidly and adapt quickly to changing requirements, outcomes and surrounding events; analyze statistics; train others and explain complex subjects and processes; calendar the AOC Director's schedule and arrange meetings and other events throughout the state; and organize and maintain accurate records and files with the ability to retrieve records of the activities of statewide committees.

EXAMPLES OF WORK PERFORMED

Provide executive assistance to the AOC Director; plan, organize, integrate and coordinate day-to-day project activities; consolidate, prepare and publish statewide summary budget documents, annual report, strategic plan and associated materials; prepare complex materials for meetings; track legislation and bills including bill analysis, bill assignments and provide daily update on the progress of bills related to the judiciary; draft, proofread and edit documents and correspondence; prepare concise and accurate reports; manage and coordinate the timely processing of documents; manage administrative support projects and office functions; maintain a calendar of deadlines and appointments for Director; coordinate and schedule statewide committee meetings with multiple parties; prepare meeting agendas; prepare meeting documents and make copies; take and prepare meeting minutes; record proceedings; track legislative bills; coordinate and set up teleconferences; set up video conferencing equipment; prepare newsletters; safeguard sensitive and confidential information; utilize electronic databases; update Judicial Branch web sites; provide customer service and information to Justices, Judges, court managers and staff, other state agencies and the general public; answer phones and provide information as needed; gather information from agencies and court staff; independently draft and prepare correspondence and documents; develop pamphlets and handouts; manage office files and records; update statewide telephone directory; plan special events; attend and assist Director and managers during conferences; track and prepare travel reimbursement; order supplies; maintain office supplies budget; answer telephones; provide

assistance for back-up to other AOC staff as requested; back up computer files, recommend new office management techniques to improve quality of work; attend training. May compile and prepare statistical reports; conduct special analytical studies, interpret data and prepare reports and recommendations; edit speeches and articles for the Director.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The essential 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 office or court setting, and in an often fast paced and stressful work environment. Repetitious hand, arm, and finger motions, as well as manual/finger dexterity is required. Employee is regularly required to sit for long periods of time, walk often, lift, kneel/stoop, move, pull and carry up to forty (40) pounds; to travel, work overtime and/or flexible work hours including weekends and holidays. The employee may be exposed to fluctuating building and outdoor temperatures; hostile or violent situations that may arise when dealing with individuals involved in court cases; disturbing or hazardous court exhibits; and be on call.

Dev: 4/13/07
AOC Executive Assistant to the Director, Audited 9/14/12