

# NEW MEXICO JUDICIAL BRANCH

## Deputy Director New Mexico Compilation Commission (Classified)

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

### **SUMMARY:**

Under administrative direction and statutory authority, compile laws, court rules, Supreme Court and Court of Appeals opinions. Edits, publishes and distributes legal publications in electronic and print media. Develop and manage information systems, provide service and technical support for CD-ROM subscribers. Supervise Compilation Commission staff of two (2) or more.

### **QUALIFICATIONS:**

**Education:** Bachelor's Degree from an accredited college or university in Public Administration, Business, Finance, Political Science, Criminal Justice, Journalism, or a related field.

**Education Substitution:** Associate's degree from an accredited college or university in the above-mentioned fields or a certified paralegal plus two (2) additional years legislative experience or Extensible Markup Language (XML) and Excel database management and usage will substitute for a Bachelor's Degree.

**Experience:** Eight (8) years legislative experience, which must have included at least five (5) years of experience in legislative bill tracking and analysis and (XML) and Excel database management and usage

**Experience Substitution:** None

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

**Knowledge:** Comprehensive knowledge of the New Mexico Legislative process and bill analysis; database management; editorial procedures; XML formatting and management techniques; project management techniques; legal publishing and terminology; technical writing; budget analysis and tracking; English usage, grammar and punctuation; contractual management; shipping methods; basic computer software applications (i.e., word processing, spreadsheets, databases, e-mail and Internet); and general office practices and equipment (i.e., filing systems; telephone, printer, copier, fax, scanner and postage machine). General knowledge of: supervisory techniques, coaching and performance evaluations; hiring, training, discipline and termination; employment law (i.e., Americans with Disabilities Act, Family Medical Leave Act, Equal Employment Opportunity Act, Fair Labor Standards Act, Workers' Compensation and New Mexico Judicial Branch Personnel Rules.

**Skill & Ability:** Demonstrated skill in working independently and managing time effectively while handling a high-volume workload in an environment subject to frequently changing priorities and high stress; performing multiple tasks; communicating effectively both orally and

in writing with diverse parties; maintaining confidentiality; establishing priorities and meeting deadlines; active listening; dealing with people diplomatically; maintaining accurate files and records; being organized and detail oriented; utilizing good judgment in making decisions; maintaining professional demeanor and composure; collaborating with other staff; speaking publicly while presenting information clearly and concisely; acting as a liaison with interested parties; receiving and following directions and input while applying relevant procedures to assigned work; establishing effective and cooperative working relationships in a complex and rapidly changing environment; reading, comprehending and compiling documentation; learning quickly and retaining information; utilizing a computer effectively to word process, develop spreadsheets and other software. **Ability to:** be resourceful; identify alternative solutions; anticipate, assess and mediate complex and controversial issues and concerns; model professional creative problem solving behaviors and attitudes; establish and maintain a position of leadership; ensure compliance with statutory deadlines and budgetary limitations; use discretion in dealing with sensitive information; facilitate change; implement measures of accountability; and manage resources effectively.

### **EXAMPLES OF WORK PERFORMED**

**Legal Publishing and Editing** - Coordinate editorial teams including proofreaders and lawyer editors in drafting affect of amendment, history and case notes; draft compiler's notes; track history of legislation and court rules; develop and direct the Compilation Commission publication schedule; review passed legislation to determine publication needs of New Mexico Statute Annotated (NMSA); compile data for and produce tables of disposition of laws; produce all session publications for the Secretary of State, including session laws, election law handbook and the New Mexico Constitution (NMSA); track and publish all amendments to the New Mexico Constitution; establish publication priorities; recommend the compilation of the law; XML tagging of laws and court rules for publishing in multi-media formats; develop and oversee commission databases; provide technical support for publications and subscribers; produce all special publications, including the New Mexico Criminal and Traffic Law Manual, New Mexico Selected Taxation and Revenue Laws and New Mexico Education Law Manual; produce official citation tables for the New Mexico Reports and update New Mexico Supreme Court and Court of Appeals case citations within integrated database; and produce customized sets of laws for specific state agencies. **Administrative** – Administer contracts with vendors and outside services; develop strategic financial planning concerning inventory and staffing including short and long-term forecasting; develop and manage information systems for inventory control and shipping; establish policies and procedures for the distribution and inventory of print and electronic media products; staff the NMSA Advisory Committee and attend New Mexico Compilation Commission meetings; assist in contract preparation, administration, development, management and compliance; prepare status and statistical reports, rules and procedures manuals. **Supervision** - Train, supervise, mentor, evaluate and motivate a Compilation Commission staff of two (2) or more; develop employee performance plans and evaluations; set job expectations and performance standards; apply appropriate discipline; track daily attendance and approve employee leave time; lead, mentor, coach, oversee, and train staff in procedures, day-to-day operations; plan, organize, and develop work and training programs; provide feedback to staff; lead interview panels for vacant positions and make recruitment recommendations.

## **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 the tasks assigned to this job.

Work is performed in an office setting. Work is performed in an often fast-paced and stressful work environment. The noise level in the work environment is usually moderate.

The employee must regularly interact positively with co-workers, clients and the public; work under severe time constraints and meet multiple demands from several people.

The work requires prolonged use of computers. While performing the duties of this job, the employee is regularly required to perform repetitious hand, arm and finger motions as well as use manual/finger dexterity, sit for long periods of time, stand and walk often; kneel and stoop; and talk and hear. The employee is frequently required to read typed and/or hand written material; and lift and/or move, push, pull or carry up to 25 pounds.

The employee is expected to be punctual and to adhere to assigned work schedule. As assigned the employee may be required to work nights, weekends and holidays; overtime may be required.

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