

# **NEW MEXICO JUDICIAL BRANCH**

## **EXECUTIVE ASSISTANT TO CHIEF JUDGE (At-Will)**

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

### **SUMMARY**

Under the administrative direction of a Chief Judge, coordinates the administrative activities required of the Chief Judge in the management of a court; facilitates communication among court divisions and between the court and outside agencies; plans, organizes and directs projects involving the development of court rules, policies, procedures and services; evaluates and effects changes to court programs; evaluates the performance of court staff involved in court programs under evaluation; and supervises the directors of the Pro Se, On-Record Appeals and Court Alternatives Divisions.

### **QUALIFICATIONS**

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; have at least five years of experience in the practice of law, including three years of supervisory experience; and additional experience in business or public administration involving research, analysis, planning, writing, problem-solving and public relations.

Knowledge of New Mexico constitution and laws; Supreme Court and local court rules, policies and procedures; Judicial Code of Ethics; Rules of Professional Behavior; manual and computer legal research and analysis; court structure and operations; administrative, personnel, fiscal planning and management principles and methods; public relations principles; and dispute resolution techniques.

Ability to work independently, identify issues, trouble-shoot and solve problems; focus on the specific elements of a problem while maintaining a broad perspective of the court in its entirety; persuade, motivate and influence internal and external contacts; establish and maintain cooperative working relationships; use initiative and independent judgement; communicate effectively both orally and in writing; maintain confidentiality and use discretion in dealing with sensitive information; organize and prioritize workload; and manage multiple projects.

### **EXAMPLES OF WORK PERFORMED**

Plans, consults and directs the work and hires, trains, evaluates and disciplines staff.

Serves as a trouble-shooter for the Chief Judge in the administrative matters of the court. Identifies, analyzes and implements solutions to problems related to court operations. Works directly with the

other judges, court administration, division directors, court staff, the Supreme court, the State Bar, and the AOC to develop solutions.

Sets Pro Se Division goals and objectives. Forecasts, plans, organizes, develops work and training programs; prioritizes, assigns, reviews and evaluates work of subordinate staff. Sets expectations and performance standards. Trains, mentors, coaches and provides feedback to subordinate staff. Discipline subordinates. Participate on interviewing teams and recommends applicant selections.

Evaluates and effects changes to court programs. Evaluates the performance of court staff involved in the court programs under evaluation.

Advises the Chief Judge on personnel matters and recommends the hiring, training and disciplining of staff, as appropriate.

Serves as liaison between the Chief Judge, the other judges, court management and court staff. Facilitates communication among and between parties.

Receives, researches and resolves internal and external complaints. Facilitates discussions and mediates disputes.

Plans, organizes and directs projects related to the development of court rules, administrative policies and procedures, and budgets as well as services provided. Conducts studies, interprets data and prepares recommendations.

Performs legal research, analysis and writing for the Chief Judge; advises the Chief Judge on legal issues affecting the court; and prepares executive summaries on issues of interest and importance to the court.

Performs analysis of legislation related to the court.

Drafts and edits speeches and articles for the Chief Judge.

### **ESSENTIAL FUNCTIONS**

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. The work performed frequently requires close exposure to VDT's, CRT's, UV rays; repetitious hand, arm or finger motions, as well as manual/finger dexterity; sitting for long periods of time; and occasionally lifting, moving, pushing or pulling up to 40 pounds.

The employee may be required to work occasional nights and/or weekends and travel periodically for training, meetings and presentations.