

NEW MEXICO JUDICIAL BRANCH

Chief Appellate Court Clerk

(At-Will)

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

SUMMARY

Under administrative direction perform legal research, analysis and writing; make recommendations to justices and judges regarding dispositional and interlocutory decisions; manage court administrative functions (case management, finance, budget, procurement, contracts, information technology, payroll, human resources); direct work and supervise staff directly or through supervisors; and oversee day-to-day facility maintenance and security operations. Fulfill statutory requirements as Clerk of the Court. Courts utilizing this job classification are the Supreme Court and the Court of Appeals.

QUALIFICATIONS

Education: 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.

Education Substitution: None.

Experience: Five (5) years of advanced level management or extensive administrative experience in budget, finance, procurement, human resources and contracts administration **and** three (3) years of experience practicing law either as an attorney or law clerk, of which three (3) years was supervisory experience.

Experience Substitution: Relevant graduate level education may substitute for up to two (2) years experience at a rate of 30 semester hours equals one (1) year of experience. Education may not substitute for supervisory experience.

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

Knowledge: Knowledge of New Mexico case law, constitution and statutes, policies and procedures; federal law; Rules of Appellate Procedure; Judicial Code of Ethics; Rules of Professional Responsibility; legal principles and ethics; court jurisdiction and local court rules; legal research, analysis and writing; judicial procedure and format; legal proofreading and editing; management practices and techniques for managing multiple and diverse projects including setting goals, establishing time lines, identifying resources and evaluating work products; financial management techniques; performance-based budgeting, analysis, forecasting and formulation; operating budgets, Administrative Office of the Courts (AOC) guidelines, Department of Finance Administration (DFA) and Legislative Finance Committee (LFC) rules and regulations; governmental and Generally Accepted Accounting Principles (GAAP) and Generally Acceptable Accounting Standards (GAAS); contracts, Memorandum Of Understanding (MOUs) and Requests For Proposals (RFPs); payroll, cash and internal control procedures; New Mexico procurement code; auditing and inventory processes; short and long-term planning methods; personnel management practices, principles and techniques; employment law (i.e., Americans with Disabilities Act, Family Medical Leave Act, Equal Employment Opportunity Act, Fair Labor Standards Act, Occupational Safety and Health Administration, Workers' Compensation); New Mexico Judicial Branch Personnel Rules (NMBJPR), policies and procedures; computer hardware and software applications (standard office applications, and case, financial and human resources management systems); operations and facilities management; principles

and practices of public and court administration; judicial organizational structure legislative process; records management; and office space utilization, design and equipment.

Skill & Ability: **Skill in** analyzing legal issues and court operations; legal research, analysis and writing; legal proofreading and editing; identifying solutions, implementing change, and monitoring situations to determine if solutions are effective; assess security issues and apply appropriate responses; researching and applying state and federal laws, rules, regulations, policies and procedures to agency operations; anticipating and evaluating the impact of policies, procedures, rules and statutory changes; data collection and analysis; developing strategic plans; writing and editing of policies, procedures, rules and regulations; crisis management and response; mediating and conflict resolution; handling complaints in a diplomatic manner; maintaining confidentiality and using discretion when dealing with sensitive information; communicating effectively both orally and in writing with diverse parties; budgeting; analyzing a budget or other financial information and preparing projections; researching and interpreting data and legislation; drafting legislation; preparing complex and detailed reports; researching, comprehending and explaining complex issues; conducting advanced statistical analysis and preparing detailed reports; public speaking and presentations; proper English usage, grammar and punctuation; managing and supervising employees, overseeing the planning, scheduling, assigning, reviewing, monitoring and evaluation of work; delegating responsibilities and assignments based on an accurate assessment of staff skills and abilities; determining direction and necessary training; addressing disciplinary issues and providing appropriate correctional measures; coaching individuals one-on-one or in groups; customer service practices; organizing and setting priorities; multi-tasking; meeting deadlines under pressure; being attentive to detail; taking initiative and making independent judgements; problem solving and conflict resolution; working independently; creative thinking; and maintaining a high degree of accuracy. **Ability to** balance effectively practical and legal considerations; manage a complex organization; manage multiple court programs; demonstrate rational analytical thinking; apply all personnel policies and rules in a fair and equitable way; retain information; balance conflicting demands; inspire teamwork; build consensus; establish and maintain cooperative working relationships; receive, impart and follow directions; provide effective strategic planning; and manage time and resources.

EXAMPLES OF WORK PERFORMED

Legal Services - Perform legal research, analysis and writing; make recommendations to justices and judges regarding dispositional and interlocutory decisions; rule on procedural motions with granted authority and issue orders; notification of the Court's ruling on pleadings; prepare legally sufficient orders to correspond to court rulings; evaluate cases for jurisdiction and timeliness; advise attorneys and pro se litigants on forms and procedures; and close all cases by preparing legally sufficient mandates. **Supreme Court** - Serve as Official Reporter of Appellate Opinions and as Secretary of the New Mexico Compilation Commission; acts as Building Manager of the Supreme Court Building and oversees the Building Commission. Manages Supreme Court's superintending control docket which includes, but is not limited to, the official roll of attorneys; attorney discipline docket; judicial discipline docket; trial court rule extensions; responsible for processing amendment to rules of procedure for all courts and adoption of new rules, Code of Professional Conduct for attorneys, the Code of Judicial Conduct for judges, and rules for the Board of Legal Specialization, Board of Bar Examiners, and the Minimum Continuing Legal Education Board; serve as repository for a variety of court-mandated reports and oaths; and membership on committees, commissions and boards. **Court of Appeals** - Serve as Secretary of the Court of Appeals Building Commission and staff the Commission; act as Building Manager of the Court of Appeals Annex at UNM located in Albuquerque, responsible for the management of two court locations. **Supervision** - Primary responsible for issues or situations related to: recruitment, interviewing, promotion and selection; orientation; payroll and benefits

administration; classification; compensation; the development and interpretation of personnel rules, policies and procedures; set expectations and performance standards; prioritize, assign, review and evaluate work of staff; forecast, plan, organize, and develop work and training programs; mentor, coach and provide feedback to staff; facilitate decision making to mitigate conflicts and when necessary provide mediation and conflict resolution for court staff; advise, guide and counsel staff and judges regarding complaints, grievances and progressive disciplinary processes and procedures; represent management during challenges to disciplinary actions.

Financial Management - Prepare, manage and administer the court's annual operating budget; provide strategic financial planning including short and long term forecasting; prepare, review and approve all financial reports, reconciliations, and expenditures; provide oversight of all purchases in compliance with the NM Procurement Code; direct contract preparation, administration, development, management and compliance; oversee daily financial operations of the court in accordance with proper procedure, rules, regulations, statutes and laws; develop and administer daily financial policies and procedures; provide oversight of financial audit process; prepare and provide reports for auditors and comply with audit findings; oversee the management of the court's assets and inventory. **May** act as the Chief Financial Officer (CFO) for the court.

Court Management - Develop operating vision, goals and objectives, implement and coordinate rules, policies and procedures for the court; provide administration and direction to judges and justices for court related programs and initiatives; oversee the operations and staffing of the court to ensure uniformity in the processing of court documents, accurate receipting and reconciling of court fines and fees, provision of customer service; and the best use of judicial staff; initiate, develop, plan, monitor, modify and evaluate program operations and performance measures; perform internal audit procedures as necessary; address confidential and sensitive issues with judges and justices; acquire resources from federal, state, county, and city organizations; consult and collaborate with managers, employees, other state agencies, state legislators, the public, press, attorneys, and private vendors; prepare comprehensive status and statistical reports, rules and procedures manuals; and address citizen complaints. **May** serve on statewide or local committees; prepare and make oral presentations at national, state and local conferences; and manage special court projects.

Legislative - Research, develop, coordinate, and track legislative initiatives and annual budget requests; research and draft proposed legislation, provide testimony and assist in developing strategies for passage of legislation; track multiple bills and perform bill analysis for effect and impact on the court or agency; analyze court/program needs and address requests from legislature and other interested parties; provide information to legislators and other governmental agencies and parties; appear, speak/present information to legislators; make recommendations and advocate for bills and annual budget requests to legislators as needed; attend legislative hearings (interim and session) and represent the court and judicial branch; act as liaison between agency and legislature; and develop and present specialized programs.

Facility Management - Oversee and coordinate court security officers to ensure the safety and well-being of all judges, staff and the public; design and enforce court security measures for information technology, public information and records; manage facilities in a manner that provides for a safe, secure and ergonomic work environment; evaluate and modify court facilities, space, security, traffic flow and parking; work with others to develop, design and use court facilities in a safe, efficient and effective manner; provide direction and guidance; negotiate, persuade and present court needs to other government agencies including city, county, state and federal commissions/managers, or public safety agencies; and serve as the liaison between

the city, county, state and federal government officials to ensure safe and adequate court facilities.

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 is performed in an often fast paced and stressful work environment in an office or court setting. Frequent travel will be required (valid drivers license required). The employee is expected to be punctual and to adhere to assigned work schedule. The employee must regularly interact positively with co-workers and the public; work under severe time constraints and meet multiple demands from several people. The work performed frequently requires the use of computers, repetitious hand, arm and finger motions as well as manual/finger dexterity. The employee must be able to walk, talk, hear, climb ladders, kneel, stoop; move, lift, pull and carry up to 25 pounds, be on call, work overtime and flexible work hours including weekends and holidays.

The employee may be required to sit for long periods of time or stand for hours. The employee may be exposed to fluctuating building temperatures; mental fatigue; hostile or violent situations that may arise when dealing with individuals involved in court cases; exposed to disturbing or hazardous court exhibits and contagious health conditions.

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