

NEW MEXICO JUDICIAL BRANCH

TRIAL COURT ADMINISTRATIVE ASSISTANT

(At-Will)

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

SUMMARY

Under the direction of a Judge maintain the Judge's calendar; serve as liaison and Judge's representative to other court staff, Judges, other governmental agencies, attorneys and the public; ensure the efficient operation of the Judge's office, prepare and process court documents; prepare and docket all notices of hearings in the electronic case management system; prepare cases for hearing; research, draft and prepare legal correspondence, and perform executive administrative duties. This is a full performance job classification that works with a great deal of independence and autonomy.

QUALIFICATIONS

Education: Associate's degree in any field.

Education Substitution: Two (2) years of relevant experience may substitute for education.

Experience: Three (3) years of court case processing, professional legal secretarial or office management experience.

Experience Substitution: Additional relevant education may substitute for up to one (1) year of experience. Thirty (30) semester hours equals one year of experience.

Certification: Court Monitor Certification must be obtained within three (3) months for district courts without pools of court monitors, or if required by the Judge or by the Court Executive Officer. If Monitor Certification is required, it shall be done in accordance with the Rules of the Board Governing the Recording of Judicial Proceedings.

Knowledge: Knowledge of proper English language and usage, grammar, vocabulary, punctuation, spelling, and basic math; legal terminology, citations and procedures; court rules, policies, procedures and operations; case management systems and applicable software; understanding of the tools and resources of legal research, including electronic databases such as WestlawNext, Lexis, and New Mexico One Source of Law and other electronic legal databases; hard copies of legal materials such as New Mexico Statutes Annotated (NMSA); utilizing reference works on legal citation/use and English writing style such as *The Bluebook: A Uniform System of Citation* and other legal reference materials

and guides; New Mexico Judicial Branch Personnel Rules; Supreme Court and Appellate Court Rules and Regulations; Alternative Dispute Resolution (ADR); rules and statutes of Notary Public; assigned court(s) and procedures (i.e., civil, criminal, drug, mental health, homeless, domestic violence, student loans, guardianships, conservatorships, abuse and neglect, probate, lower court appeals and DWI cases); electronic rules and filing procedures; court procedural information versus legal advice; cultural diversity; office management and practices; office and courtroom equipment including fax, copier, scanner, printer, multi-line telephone, computer systems; electronic and hard copy calendaring and case file scanning; other court agencies and resources; emergency plans; court case management system and applied programs; organizational management; conflict resolution; research methodology; filings in magistrate court; journal docket; dictation and transcription as required by the Judge, various types of court monitoring equipment, (electronic document and evidence camera, duress alarms, video conferencing, etc.), and customer service practices.

Skill & Ability: **Skill in** English usage, grammar, vocabulary, punctuation, and spelling; reading comprehension; report writing; effective communication, both oral and written; use of legal reference materials; use of *The Bluebook: A Uniform System of Citation*, organizational management; establishing priorities; using judgment and discretion when dealing with sensitive information; being computer literate (i.e., court case management system, E-File & Serve, Microsoft Word, Word Perfect, Internet); maintaining confidentiality, professional demeanor, and composure; analysis; dealing with people diplomatically; negotiation; multi-tasking to achieve objectives; dealing with idiosyncratic behavior or disgruntled people; assessing dangerous situations; and maintaining accurate details. **Ability to** communicate effectively both orally and in writing; perform some legal research; work independently; and perform difficult, highly detailed work under pressure; exercise independent judgment in appraising situations and making decisions; establish priorities; multi-task to achieve objectives; effectively manage time within restrictive time frames; be assertive; make effective referrals; provide direction; work in an environment subject to frequently changing priorities, high stress and exposure to conflicting situations; establish and maintain cooperative working relationships; network; handle complaints in a diplomatic manner; effectively manage time; recognize the needs for special accommodations; be flexible and organized; prioritize and train others.

EXAMPLES OF WORK PERFORMED

Case Management - Prepare cases for hearing, prepare and docket all notices of hearings in the case management system, calendaring, and scheduling pre-trials, out-of-district cases, bond forfeitures hearings, tracking compliance with speedy trial rules with criminal cases and sentencing; prepare court orders in all self-represented cases; coordinate with jurors, other agencies and court staff to manage cases and case documents; case filing; prepare bond and release orders; docket court orders and process warrants; research and prepare paperwork, correspondence, notices of hearings and orders for Judge's signature including orders to close cases, quash bench warrants, and memos of arraignment; prepare

orders (i.e. pre-trials, temporary restraining, show cause, Rule 1-016 Scheduling Orders, permanent restraining and transport orders); prepare bond notice on arraignment and domestic violence hearings; check jail log; prepare statistical reports; research and correct errors; prepare pre-prosecution for pro se litigants; provide data standards; edit and revise jury instructions; prepare jury certificates and/or thank you letters, jury seating charts; review juror questionnaires and coordinate accommodations. **May** prepare referrals to support programs such as settlement facilitations, Mortgage Alternative Programs, guardianship hearing officers and staff attorneys, track cases; and manage appeals for processing within time constraints.

Manage the Chambers - Draft and prepare legal correspondence and documents for the Judge's review and approval; maintain the Judge's calendar; prepare agendas, minutes and schedules for meetings; draft memoranda; manage office files; deal with difficult and/or diverse people; answer telephones; screen mail and forward to proper parties; answer complaints; prepare letters to jurors; create duplicate files for designated out-of-district cases; conduct Motor Vehicle Department case research with officers and agencies; provide assistance and courtroom facilities for visiting Judges; transcribe; schedule marriages and witness weddings, prepare vows; maintain Judge's library and update statutes; order office supplies; screen petitions for domestic violence/civil cases; prepare certifications for alternative courts; maintain databases; provide group tours of court. **May** act as site coordinator or evacuation monitor; make travel arrangements and prepare vouchers; collaborate on office coverage; train and mentor new Trial Court Administrative Assistants, and other Judges' At-will staff as requested; coordinate court reporters, interpreters and security for court proceedings as needed; enter approval for time reporting into the system only under specific direction of the supervising authority, prepare findings of fact, conclusions of law, and judgment and sentencing forms for the Judge's review and approval; conduct legal research, conduct mini-docket calls; take dictation; serve as an interpreter, court monitor and/or bailiff; train and test court monitor(s) and other duties as assigned.

Customer Service – Provide knowledgeable and accurate information to the public, court staff, Judges, and other governmental entities; professional, patience and excellent customer service; communicate with pro se litigants by providing general, procedural information without giving legal advice; provide public case information to parties, attorneys, and law enforcement agencies; communicate case-specific information with court staff, Judges and other governmental entities as necessary; and provide clear and concise instructions to the public.

Jury Administration – **May** coordinate jurors' activities; prepare jury certificates and/or thank you letters; prepare jury seating charts; manage jurors and their time sheets; review and flag juror questionnaires to meet special needs; coordinate and manage accommodations for jurors; track and log guardians and conservators to ensure annual reports of incapacitated adults are being filed and edit and revise jury instructions.

Court Monitoring – **May** act as court monitor if required by the Judge or Court Executive Officer.

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 office or court setting. The work is performed in an often fast paced and stressful work environment. While performing the duties of the 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 for hours and walk often, lift, climb ladders, kneel/stoop, move, pull and carry up to 25 pounds; work overtime and/or flexible work hours, weekends and holidays; and exposed to fluctuating building temperatures. The employee may travel (valid driver's license required), be exposed to hostile or violent situations that may arise when dealing with individuals involved in court cases, disturbing or hazardous court exhibits and contagious health conditions.

TCAA Rev: 3/98, 1/05, 5/14/10, 10/30/15