

Administrative Office of the Courts

Supreme Court of New Mexico

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MEMORANDUM

DATE: January 30, 2007

TO: Chief Justice, Edward L Chavez
Justices of the New Mexico Supreme Court
Court Administrators
Human Resources Staff

FROM: Arthur W. Pepin, AOC Director

RE: Court Monitors and Court Reporters

A handwritten signature in black ink, appearing to be "A. W. Pepin", written over the "FROM:" line of the memorandum.

As you know we continue to work to meet the court reporting needs of the Judiciary. We will continue to strive to replace Court Monitors (classified and at-will) upon attrition with classified Court Reporters. We realize this will not be easy, but if we do not continue our efforts in this vein we will never reach our goal and meet the need for court reporting.

For clarification, the following outlines how the AOC Human Resources Division (AOC/HRD) has been directed to help facilitate the filling of classified Court Reporter positions. Once a Court Monitor vacancy occurs, please contact your AOC/HRD representative so that he or she can assist you in the following areas.

- **Position Reclassification** - The vacant position must be reclassified to that of a classified Court Reporter (SPEC #9088). The AOC/HRD will not require a Job Analysis Questionnaire to facilitate this reclassification to ease the process.
- **Court Reporter Recruitment**
 - Please reference New Mexico Judicial Branch Personnel Rule (NMJBPR) 4.03, which states in part that the recruitment for a position may begin upon receipt of the employee resignation or the date the position is vacated, and at a minimum shall be placed on the New Mexico Judicial Branch web page or other judicial entity web pages that are linked to the Judicial Branch web page.

- Posted open recruitments for vacant classified Court Reporters shall remain on the Judicial Branch web page until which time a qualified candidate is selected.
- It is strongly suggested that recruitment efforts be made city, state or nationwide also.
- **Temporary Court Monitors**
 - On a temporary basis judicial entities may create temporary Court Monitors to meet the needs of the court.
 - Temporary employees will be granted PERA and insurance opportunities, sick and annual leave accrual since it is anticipated that they may be long-term.
 - An exception to NMJBPAWE 5.03 regarding temporary employees accrual of annual leave is attached.
 - Temporary employees in the Judicial Branch:
 - *may* accrue annual leave contingent upon judicial entity funding;
 - shall accrue sick leave;
 - may participate in PERA if it is *anticipated* that they will work longer than 9-months;
 - may participate in insurance benefits if it is *anticipated* that they will work longer than 6-months.
 - At the end of a one-year cycle, the continuation of temporary Court Monitor positions must be re-evaluated and recruitment efforts documented. Please submitted your documented recruitment efforts to the AOC/HRD. The AOC/HRD will assist you in keeping track of these temporary positions.
 - Currently, the SHARE system is being adjusted to allow regular temporary positions to allow for benefits. However until such time, please utilize a temporary 180 day (T180) job status code, that may be rolled over as necessary.

If you have any questions, please contact your AOC/HR representative. Thank you very much.

AWP/LAH