

## POSITION ANNOUNCEMENT

### JUDICIAL STANDARDS COMMISSION LEGAL AND FINANCIAL ASSISTANT I (Classified)

The State of New Mexico Judicial Standards Commission in Albuquerque is accepting applications for a Legal & Financial Assistant I, a classified full-time position with benefits (NMJB pay range FF \$13.75/hr--\$21.485/hr). Initial target salary for this position is \$17.00/hr (DOE and budget availability), plus benefits and PERA retirement. Flexible work schedule may be available. Under supervision, assists the Executive Director, staff attorneys, and other support staff with routine legal and administrative support in a legal office setting concerning investigation and prosecution of cases involving judicial misconduct and disability. May also assist with performance of basic fiscal accounting services. Successful candidate must possess, exhibit, and maintain exemplary ethics and have no history of ethical misconduct. This is a full performance level job classification.

#### QUALIFICATIONS

**Education:** A high school diploma or GED.

**Education Substitution:** None

**Experience:** Three (3) years of experience in court case processing, legal secretarial or related field. Accounts payable experience is preferred as the position may perform accounts payable duties.

**Experience Substitution:** Additional post-secondary education in a related field may substitute for up to one (1) year of experience. Thirty (30) semester hours equals one (1) year of experience.

**Certification/Licensure:** Must possess, maintain, and provide proof of a valid driver's license, auto insurance, and clean driving record.

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

**Knowledge:** Knowledge of customer service practices; proper English usage, grammar, vocabulary, punctuation, spelling; computer software applications (*i.e.*, Microsoft Office Suite word processing, spreadsheets, databases, email and internet); filing methods and systems (*i.e.*, alpha color-coded and numerical); basic math; general office practices; and office equipment (*i.e.* telephone, printer, copier, scanner, facsimile, and calculator), extensive knowledge in case processing, basic legal terminology; the differences between authorized practices and the unauthorized practices of law; knowledge of legal terminology and procedures, policies, and operations, knowledge of the New Mexico

Judicial Branch Personnel Rules; accounts payable and accounts receivable experience; and basic accounting. Fluency in Spanish is an asset.

**Skill & Ability: Skill in** maintaining confidentiality; working independently and managing time effectively while handling a high-volume workload in an environment subject to frequently changing priorities and high stress; extensive knowledge in case processing; typing and entering data precisely, using a computer and computer software; auditing files and correcting errors using the case management system; researching and retrieving information using the case management system or archive database; establishing priorities and meeting deadlines; professional demeanor, and composure; maintaining accurate files; using efficient and courteous telephone etiquette; communicating effectively both orally and in writing with diverse parties; being organized; concentrating and paying attention to detail; active listening; and dealing with people diplomatically; avoiding practice of law and the giving of legal advice; dealing with conflict and hostile individuals; identifying potentially dangerous situations, applying proper English grammar, vocabulary, punctuation, and spelling; compiling information and preparing reports; understanding and utilizing legal terms and phrases.

**Ability:** Apply relevant policies and procedures to assigned work; use common sense; focus on the specific elements of a project; manage multiple projects concurrently; prepare and organize documents and correspondence precisely; provide information (without giving legal advice); recognize matters which should be referred to others; apply proper English grammar, vocabulary, punctuation, and spelling; proofread; utilize legal terms and phrases, maintain accurate files and records; operate office, recording and video equipment; use discretion when dealing with sensitive information; multi-task; accurately compile information and prepare reports; coordinate with others; research and retrieve information; communicate concisely and clearly; maintain professional demeanor and composure; apply good judgment to difficult and demanding situations and assignments; maintain good working relationships; remain impartial; deal with conflict and hostile individuals; recognize important details that may need further action; understand and follow records management procedures; learn rapidly and adapt quickly to changing requirements, outcomes and surrounding events; know when to seek assistance; appraise situations and recognize safety and security issues; work independently and under pressure; utilize conflict resolution techniques; establish priorities; meet deadlines; effectively manage time within restrictive time frames, follow written and oral directions and organize. Comply with strict confidentiality requirements.

## **EXAMPLES OF WORK PERFORMED**

**Case and Document Processing-** Provide service and information to the public, attorneys, judges, law enforcement, and state and government agencies; provide routine assistance to the public, and outside agencies with forms, referrals and information according to Commission and court rules and guidelines; maintain files; coordinate document destruction and take to records center; coordinate the timely processing of documents; maintain calendar of deadlines and appointments; interact with Commissioners, presiding officers, respondents and/or opposing counsel. Use the case management system to (1) open cases in JSC database-determine case type and complainant; (2) docket complaint-review documents and determine appropriate action, scan documents, link related documents, and maintain case management electronic file as well as paper file, (3) close cases-determine and enter closing event and date into the JSC database system, and (4) maintain complete, accurate database records. Assist Clerk of the Commission with duties, including file stamp pleadings; enter statistics into docket book; issue subpoenas and maintain subpoena log; record hearings; maintain case docket sheets; preserve exhibits for trial; assemble Commission meeting materials and trial notebooks; certify clerk files to Supreme Court, prepare office and hearing room for Commission meetings. **General Clerical-** answer phones; retrieve and deliver mail to/from post office; mail complaint forms and brochures, reconcile postage log; submit work orders; submit service tickets; inventory and order office supplies; draft and prepare routine correspondence and pleadings; prepare documents for archive and/or microfilm; serve subpoenas; communicate with witnesses; assist with trial preparation; collect and organize discovery; and prepare, organize, scan, catalog, and Bates Stamp documents for electronic storage and use. **Fiscal Accounting Services-** May prepare, process and post vouchers, encumbrances, warrants and warrant cancellations; track the vouchers in the accounting software, perform post-payment checks, review vouchers and invoices for accuracy; prepare, copy, file and mail correspondence and financial documents; archive financial records. **Other-** Perform other duties as assigned.

## **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 government agency setting. The employee is expected to be punctual and to adhere to assigned work schedule. The employee must regularly interact positively with the Executive Director, attorneys, co-workers, vendors, other agencies, and the public; work under severe time constraints and meet multiple demands from several people. The work performed requires frequent use of computers, repetitious hand, arm and finger motions, as well as manual/finger dexterity. In-state travel required using your own vehicle or with a provided state vehicle at agency's discretion. The employee must be able to stand, walk, talk, hear, kneel/stoop, move, lift, pull and carry up to 25 pounds, be on call, work overtime and flexible work hours including weekends and holidays and travel (valid driver's license and clear driving record required). The employee may

be required to sit or stand for long periods of time, and be exposed to fluctuating building temperatures, hostile or violent situations, graphic and/or sensitive material, and contagious health conditions.

**TO APPLY:** Submit a resume, a letter of interest, and three (3) professional references via U.S. Mail postmarked no later than July 5, 2019 to:

Randall D. Roybal  
Executive Director & General Counsel  
NM Judicial Standards Commission  
P.O. Box 27248  
Albuquerque, NM 87125-7248

**No telephone calls, e-mails, faxes, or walk-ins accepted.**