

NEW MEXICO JUDICIAL BRANCH

JSC ADMINISTRATIVE ASSISTANT 1

(Classified)

TARGET SALARY: \$31,799-\$63,598 annually, or \$15.288-\$30.576 hourly depending upon experience (pay range FF)

LOCATION: Varies, statewide locations

FLSA STATUS: Non-exempt

BENEFITS: Competitive benefits package offered

THE JUDICIAL STANDARDS COMMISSION

The mission of the New Mexico Judicial Standards Commission is to protect the public from willful misconduct of judges, from persistent failure or inability of judges to perform the duties of office, from habitual intemperance of judges or disability of judges which is, or is likely to be, permanent and seriously interferes with a judge's performance of the duties of office; to preserve the integrity of the judicial process; to maintain public confidence in the judiciary; and, to create a greater awareness among the judiciary and the public of proper judicial behavior; and provide for the expeditious and fair disposition of complaints alleging grounds for discipline, removal, or retirement of a judge.

GENERAL STATEMENT OF DUTIES

Acting under direct supervision performs clerical or administrative duties, provides reliable basic fiscal accounting services, and assists the public.

EXAMPLES OF JOB DUTIES

- **The Administrative Assistant 1** is responsible for providing clerical and administrative support.
- Prepares documents to include but not limited to correspondence, notices, JSC complaint forms and brochures, and makes copies.
- Maintains a docket or calendar of deadlines and appointments.
- Manages and coordinates the timely processing of documents received via mail or email to include JSC complaints, correspondence, pleadings, exhibits and other records.
- Manages and tracks information and data using electronic databases.
- Manages and routes physical and electronic files and information to appropriate destination.
- Assists in closing of-JSC case files
- Answers telephones, processes mail, provides customer service, and greets visitors.
- Provides support to Commission and staff.
- Coordinates and schedules meeting, facilities, training testing, vehicles, travel, staff, videoconference, and teleconferences.
- Maintains and updates JSC case management processes and procedures
- May act as site coordinator to coordinate services with outside vendors.
- Orders and inventories supplies and ensures equipment is maintained.
- Performs records maintenance and management to include the retention or destruction of records.
- Performs basic accounting duties, including accounts payable and accounts receivable under the direct supervision of the JSC CFO.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate the following: knowledge and competency in computer software applications to include Word, Excel and Adobe; customer service practices; appropriate demeanor when interacting

with the public or Commissioners in person or via telephone; communication skills orally and in writing; organize and prioritize workload and meet deadlines; punctuality; ability to manage multiple projects concurrently; ability to work independently; prepare and organize documents and correspondence precisely; maintain accurate files and records; competency with accounts payable, accounts receivable, and similar basic accounting skills.

MINIMUM QUALIFICATIONS

Education: A high school diploma or GED.

Education Substitution: None.

Experience: Two (2) years of experience in a secretarial, clerical, or a related field.

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.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The following functions are representative, but not all-inclusive 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 type setting. A valid driver's license and travel may be required. The assigned work schedule may include nights, weekends, holidays and overtime. The employee must regularly interact positively with co-workers, clients, the public, judges and justices and court staff.

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

BENEFITS

- Medical/Dental/Vision/Rx, Short and Long Term Disability Insurance Programs, employee assistance program (EAP) [<http://www.mybenefitsnm.com/>]
- State paid life insurance, supplemental and dependent life insurance
- Optional flexible spending accounts for medical, day-care, and travel expenses
- Paid Vacation, Sick and Personal [Leave](#), up to eight (8) weeks
- Ten (10) paid holidays
- Up to 12 weeks of paid parental leave
- Deferred Compensation [457\(b\) plan](#)
- Lifetime Defined Benefits Retirement Plan [<http://www.nmpera.org/>]
- Flexible work schedules and alternative work locations*
- Free health care, Rx, lab work at facility ([Stay Well Health Center](#)) in Santa Fe, NM
- Bilingual compensation*
- Training and career development opportunities
- Higher education [opportunities](#) and educational leave
- May qualify for the Public Service Loan Forgiveness Program ([PSLF](#))
- May receive overtime holiday or shift differential pay*
- May receive physical fitness leave*
- What are your benefits worth? Click [here](#) to find out

these benefits vary by job classification or need

History of Job Description: Dev: 03/09/98 Secretary 1 & 2, Rev: 12/07/07 Administrative Assistant 1, Aud: 09/14/12, Rev: 12/16/19, Benefits updated: 2/26/2021, **JSC provisions added/Rev 11-17-22.**

The state of New Mexico is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability. The state provides reasonable accommodations to the known disabilities of individuals in compliance with the Americans with Disability Act. For accommodation information or if you need special accommodations to complete the application process, please contact the Judicial Standards Commission HR representative at 505-222-9353. Applications and resumes including a supplemental application must be submitted to apply. Applications may be found online at nmcourts.gov.
