

TITLE 10 PUBLIC SAFETY AND LAW ENFORCEMENT
CHAPTER 4 DISTRICT ATTORNEYS
PART 14 JOB SPECIFICATIONS

10.4.14.1 ISSUING AGENCY: Administrative Office of the District Attorneys
[10.4.14.1 NMAC - N, 06/30/2010]

10.4.14.2 SCOPE: Applicable to all employees in a district attorney's office and in the administrative office of the district attorneys, except where noted.
[10.4.14.2 NMAC - N, 06/30/2010]

10.4.14.3 STATUTORY AUTHORITY: This rule is adopted pursuant to:

- A. Section 36-1-25 NMSA 1978 which, among other things, authorizes the duly appointed director of the administrative office of the district attorneys to appoint necessary personnel and assign their duties within the administrative office of the district attorneys;
- B. Section 36-1-26 NMSA 1978 which, among other things, requires the director of the administrative office of the district attorneys to develop uniform systems for use by district attorney offices with respect to personnel matters;
- C. Section 36-1A-2 NMSA 1978 of the District Attorney Personnel and Compensation Act, Sections 36-1A-1 through 36-1A-15 NMSA 1978, which, among other things, created the District Attorney Personnel and Compensation Act to establish for all district attorneys a uniform, equitable and binding system of personnel administration; and
- D. Section 36-1A-8 NMSA 1978 which, among other things, requires the district attorneys to promulgate personnel rules, with the assistance of the director of the administrative office of the district attorneys as authorized by Subsection I of Section 36-1-26 NMSA 1978, which among other things requires the director of the administrative office of the district attorneys to perform such other duties in furtherance of the administration of the business of the district attorneys as directed by the elected or appointed district attorneys.

[10.4.14.3 NMAC - N, 06/30/2010]

10.4.14.4 DURATION: Permanent
[10.4.14.4 NMAC - N, 06/30/2010]

10.4.14.5 EFFECTIVE DATE: June 30, 2010, unless a later date is cited at the end of a section.
[10.4.14.5 NMAC - N, 06/30/2010]

10.4.14.6 OBJECTIVE: To establish for all district attorneys a uniform, equitable and binding system of personnel administration.
[10.4.14.6 NMAC - N, 06/30/2010]

10.4.14.7 DEFINITIONS: [RESERVED]
[See 10.4.1.7 NMAC]

10.4.14.8 JOB SPECIFICATIONS:

- A. Administrative office of the district attorneys director:
 - (1) Purpose: This position performs a variety of administrative and managerial duties as the agency director for the administrative office of the district attorneys.
 - (2) Supervision: Incumbent receives administrative direction from the elected district attorneys. Incumbent supervises the administrative office of the district attorneys staff.
 - (3) Examples of work performed: Incumbent plans, develops and executes administrative policy governing agency operations; implements, oversees, and evaluates agency management decisions and is responsible for multiple programs/projects; establishes agency accountability measures; participates in the preparation of documents for the office such as budgets, information technology plans, agency annual report; drafts legislation and testifies regarding legislative initiatives; oversees budgets involving multiple funding sources; and supervises agency staff.

(4) Distinguishing characteristics: This is a management level position which involves the administration of a single agency. The incumbent acts on behalf of the New Mexico district attorneys' association, when so directed, and serves at the pleasure of the district attorneys.

(5) Working conditions: Work is performed in an office environment. Some physical effort and frequent travel may be required. May be required to work extended hours at certain intervals during the year.

(6) Knowledge, skills, and abilities: This position requires knowledge of the criminal justice system, public administration principles, office management practices, federal and state laws and regulations; effective writing and verbal communication skills, supervisory skills, analytical and decision-making skills; ability to plan and coordinate large scale projects involving numerous programs and individuals; ability to organize and prioritize workloads and manage multiple projects.

(7) Requirements: Bachelor's degree in public administration, criminal justice administration, or related field plus seven (7) years of work experience in administration, management, or related field, which must include two years supervision/administration experience.

(8) Preferred qualifications: Law degree, which must include two years supervision/administration experience.

B. District office manager:

(1) Purpose: This position provides management and oversight of district attorney office operations, functions, and programs.

(2) Supervision: Incumbent receives administrative direction from the district attorney. Incumbent supervises office support staff as directed by the district attorney. Incumbent also takes direction and is accountable to the assigned budget analysts at the department of finance and administration and the legislative finance committee. Incumbent is also accountable to the designated auditing firm for their respective agency.

(3) Examples of work performed: Incumbent manages the day-to-day operations of an office which may include, but is not limited to: managing and performing the duties related to fiscal and human resource activities; overseeing the processing of financial documents, the procurement process, administration of employee benefits, payroll processing, asset management, budget preparation and administration, and federal/state/local grant administration; communicating with other agencies, vendors, etc.; acting as the liaison with both the legislative finance committee and department of finance and administration for their respective agency; overseeing the maintenance of all necessary files and records; managing prosecution support functions and case management; overseeing office security and maintenance; and coordinating staff development and supervision. Incumbent may manage certain programs within a district attorney's office which may include but are not limited to: pre-prosecution diversion, worthless check program, victim/witness assistance; domestic violence programs, etc. The incumbent insures compliance with federal regulations, state statutes, policies and directives; and performs other related job duties.

(4) Distinguishing characteristics: This is a management level position which serves at the pleasure of the district attorney.

(5) Working conditions: Work is performed in an office environment. Some physical effort and frequent travel may be required. May be required to work extended hours at certain intervals during the year.

(6) Knowledge, skills, and abilities: This position requires some knowledge of the criminal justice system and considerable knowledge of office management practices, fiscal and human resource administration; effective public relations and communication skills, supervisory skills, analytical and decision-making skills; ability to organize, prioritize and manage multiple projects and workloads.

(7) Requirements: Bachelor's degree in public administration, criminal justice administration, political science or related field plus five (5) years of related work experience and education; or any combination of experience and education in a related field totaling at least nine (9) years, which must include two (2) years supervision/administration experience.

(8) Preferred qualifications: Master's degree in public administration, criminal justice administration, political science or related field plus five (5) years of related work experience and education; or any combination of experience and education in a related field totaling at least eleven (11) years, which must include two (2) years supervision/administration experience.

C. Law clerk:

(1) Purpose: This position provides technical legal research, and document preparation within a district attorney's office.

(2) Supervision: Incumbent receives immediate supervision from the assigned supervisor.

(3) Examples of work performed: Incumbent conducts legal research, prepares legal documents, files pleadings, and assists attorneys in case preparation as instructed; and performs other related job duties.

(4) Distinguishing characteristics: This position functions primarily to provide legal research, writing and support for attorneys.

(5) Working conditions: Work is performed in an office environment. Some physical effort and travel may be required.

(6) Knowledge, skills, and abilities: This position requires basic knowledge in the areas of criminal prosecution, rules of evidence, rules of criminal procedure, legal research and writing; organizational skills, basic computer skills; ability to effectively communicate verbally and in writing, ability to research and analyze information and situations.

(7) Requirements: Completion of a minimum of one year in an accredited law school.

(8) Preferred qualifications: Law degree from an accredited law school.

D. Human resource coordinator:

(1) Purpose: This position assists district attorney offices in the administration of the New Mexico district attorneys' personnel and compensation plan, and with a variety of human resource management issues.

(2) Supervision: Incumbent receives general supervision from the assigned supervisor.

(3) Examples of work performed: Incumbent reviews personnel and position documents for plan compliance and accuracy; processes documents through the automated payroll and personnel system; may act as liaison to the district attorneys' personnel review board; assists with salary calculations, studies, human resource reports; provides information and administrative support; may assist with the coordination of training and general staff development activities; handles issues pertaining to loss control, fair labor standards act, Americans with disabilities act, workers compensation, employee liability and mediation, and employee orientation; and performs other related job duties.

(4) Distinguishing characteristics: This is a mid-level position within the human resource series.

(5) Working conditions: Work is performed in an office environment. Some physical effort and frequent travel may be required.

(6) Knowledge, skills, and abilities: This position requires considerable knowledge of the district attorneys' personnel and compensation plan, state personnel and payroll system, federal regulations, general office procedures and equipment; good public relations and communications skills, good organizational skills, good computer skills, good math skills, ability to follow directions and policies.

(7) Requirements: Associates degree, or two (2) years related work experience and education.

(8) Preferred qualifications: Associates degree, and at least two (2) years related work experience or four (4) years related work experience and education.

E. Human resource administrator:

(1) Purpose: This position assists district attorney offices in the administration of the New Mexico district attorneys' personnel and compensation plan.

(2) Supervision: Incumbent receives general supervision from the administrative office of the district attorneys director, district attorneys or their designees.

(3) Examples of work performed: Incumbent reviews personnel and position documents for plan compliance and accuracy; processes documents through the automated payroll and personnel system; may act as liaison to the district attorneys' personnel review board; assists with salary calculations, studies, human resource reports; provides information and administrative support; may assist with the coordination of training; and performs other related job duties.

(4) Distinguishing characteristics: This is an advanced level position within the human resource series.

(5) Working conditions: Work is performed in an office environment. Some physical effort and frequent travel may be required.

(6) Knowledge, skills, and abilities: This position requires considerable knowledge of the district attorneys' personnel and compensation plan, state personnel and payroll system, federal regulations, general office procedures and equipment; good public relations and communications skills, good organizational skills, good computer skills, good math skills, ability to follow directions and policies.

(7) Requirements: Associates degree, and at least two (2) years related work experience or four (4) years related work experience and education.

(8) Preferred qualifications: Bachelor's degree and at least two (2) years related work experience or any combination of experience and education in a related field totaling at least six (6) years.

F. Special program director:

(1) Purpose: This position provides management and oversight of special operations, functions, and programs within a district attorney's office.

(2) Supervision: Incumbent receives administrative direction from the district attorney. Incumbent supervises staff as directed by the district attorney.

(3) Examples of work performed: Incumbent manages specific programs within a district attorney's office which may include but are not limited to: investigations; budget and finance; pre-prosecution diversion; worthless checks; victim/witness assistance; domestic violence; etc. Duties may include, but are not limited to: initiating and overseeing criminal investigations; program budget preparation and administration; administration of federal funds; policy development and implementation; networking with community and law enforcement agencies; conducting training; managing and performing the duties related to fiscal and human resource activities; over-seeing the maintenance of all necessary files and records; managing prosecution support functions and case management; overseeing office security and maintenance; and coordinating staff development and supervision. The incumbent insures compliance with federal regulations, state statutes, policies and directives; and performs other related job duties.

(4) Distinguishing characteristics: This is a management level position which serves at the pleasure of the district attorney.

(5) Working conditions: Work is performed in an office environment. Some physical effort and frequent travel may be required.

(6) Knowledge, skills, and abilities: This position requires extensive knowledge of the criminal justice system, court proceedings and procedures within a district attorney's office, considerable knowledge of applicable state statutes, and knowledge of office management practices, and fiscal and human resource administration; effective public relations and communication skills, supervisory skills, good writing skills, analytical and decision-making skills, and a high level of organizational skills; and ability to organize and prioritize workloads and to manage multiple projects.

(7) Requirements: Bachelor's degree in criminal justice, public administration, business administration, social sciences or related fields plus four (4) years of related work experience; or any combination of experience and education in a related field totaling at least eight (8) years; which must include two (2) years supervision/administration experience.

(8) Preferred qualifications: Master's degree in criminal justice, public administration, business administration, social sciences or related field plus two (2) years of related work experience; or any combination of experience and education totaling eight (8) years; which must include two (2) years supervision/administration experience.

G. Associate trial attorney:

(1) Purpose: This position provides for the prosecution of criminal and non-criminal cases.

(2) Supervision: Incumbent receives general supervision from the assigned supervisor.

(3) Examples of work performed: Incumbent charges and prosecutes criminals in misdemeanor cases and cases involving adjudication of juveniles; performs felony work under supervision; assists in trial teams; performs non-criminal statutory duties as assigned; and performs other related job duties.

(4) Distinguishing characteristics: This is an entry level position of the attorney series.

(5) Working conditions: Work is performed in an office environment. Some physical effort and travel may be required. Incumbent may be required to work under stressful situations and conditions.

(6) Knowledge, skills, and abilities: This position requires some knowledge in the areas of criminal prosecution, rules of evidence and rules of criminal procedure; public relations skills, organizational skills, basic computer skills; ability to draft legal documents, ability to work effectively with other criminal justice agencies, ability to communicate effectively, ability to research and analyze information and situations.

(7) Requirements: Admission to the New Mexico state bar.

(8) Preferred qualifications: legal experience totaling at least one year.

H. Assistant trial attorney:

(1) Purpose: This position provides for the prosecution of criminal and non-criminal cases.

(2) Supervision: Incumbent receives general supervision from the assigned supervisor. Incumbent may supervise office staff.

(3) Examples of work performed: Incumbent charges and prosecutes criminals in misdemeanor cases and cases involving adjudication of juveniles; performs felony work under minimal supervision; assists in trial teams; performs non-criminal statutory duties as assigned; supervises or mentors entry level attorneys and staff; and performs other related job duties.

(4) Distinguishing characteristics: This is a mid-level position of the attorney series.

(5) Working conditions: Work is performed in an office environment. Some physical effort and travel may be required. Incumbent may be required to work under stressful situations and conditions.

(6) Knowledge, skills, and abilities: This position requires considerable knowledge in the areas of criminal prosecution, rules of evidence and rules of criminal procedure; public relations skills, organizational skills, basic computer skills, effective trial skills; ability to draft legal documents, ability to work effectively with other criminal justice agencies, ability to communicate effectively, ability to research/analyze information and situations.

(7) Requirements: Admission to the New Mexico state bar plus a minimum of two years as a practicing attorney.

(8) Preferred qualifications: Two years as a practicing attorney in criminal law.

I. Senior trial attorney:

(1) Purpose: This position provides for the prosecution of criminal and non-criminal cases.

(2) Supervision: Incumbent receives general supervision from the assigned supervisor. Incumbent supervises office staff.

(3) Examples of work performed: Incumbent charges and prosecutes criminals in misdemeanor cases and cases involving adjudication of juveniles; performs routine and complex felony work; leads or assists in trial teams; performs other non-criminal statutory duties as assigned; supervises or mentors subordinate attorneys and staff; performs training for staff and law enforcement; and performs other related job duties.

(4) Distinguishing characteristics: This is an advanced level position of the attorney series.

(5) Working conditions: Work is performed in an office environment. Some physical effort and travel may be required. Incumbent may be required to work under stressful situations and conditions.

(6) Knowledge, skills, and abilities: This position requires substantial knowledge in the areas of criminal prosecution, rules of evidence and rules of criminal procedure; public relations skills, organizational skills, supervisory skills, basic computer skills, fully-effective trial skills; ability to draft legal documents, ability to work effectively with other criminal justice agencies, ability to communicate effectively, ability to research/analyze information and situations.

(7) Requirements: Admission to the New Mexico state bar plus a minimum of four years as a practicing attorney.

(8) Preferred qualifications: Four years as a practicing attorney in criminal law.

J. Deputy district attorney:

(1) Purpose: This position provides for the prosecution of criminal and non-criminal cases and may manage an office division or bureau.

(2) Supervision: Incumbent receives supervision from the chief deputy district attorney and district attorney. Incumbent supervises office staff.

(3) Examples of work performed: Incumbent charges and prosecutes criminals in routine and complex felony cases; leads or assists in trial teams; performs other non-criminal statutory duties as assigned; performs training for staff and law enforcement; may manage caseloads for a division/bureau in addition to their own caseload; assists or leads in special prosecutions assigned by the district attorney; supervises or mentors subordinate attorneys and staff; may assist in establishing and enforcing office policies; may represent the district attorney's office at official functions; and may be a division/bureau head in a main or satellite office; and performs other related job duties.

(4) Distinguishing characteristics: This is an advanced level position of the attorney series.

(5) Working conditions: Work is performed in an office environment. Some physical effort and travel may be required. Incumbent may be required to work under stressful situations and conditions.

(6) Knowledge, skills, and abilities: This position requires extensive knowledge in the areas of criminal prosecution, rules of evidence and rules of criminal procedure, office policies and procedures; public relations skills, organizational skills, supervisory skills, basic computer skills, fully-effective trial skills; ability to draft legal documents, ability to work effectively with other criminal justice agencies, ability to communicate effectively, ability to research/analyze information and situations.

(7) Requirements: Admission to the New Mexico state bar plus a minimum of six years as a practicing attorney in criminal law, which must include two (2) years supervision/administration experience.

(8) Preferred qualifications: Six years as a prosecuting attorney, which must include two (2) years supervision/administration experience.

K. Chief deputy district attorney:

(1) Purpose: This position provides for the prosecution of criminal and non-criminal cases and acts on behalf the district attorney in their absence. This position may exercise administrative and management authority.

(2) Supervision: Incumbent receives administrative supervision from the district attorney. Incumbent supervises office staff.

(3) Examples of work performed: Incumbent charges and prosecutes criminals; leads or assists in trial teams; performs non-criminal statutory duties as assigned; supervises or mentors subordinate attorneys and staff; prosecutes routine and complex felony cases; performs the duties of a division/bureau head; represents the district attorney's office at official functions; may interact with the media; acts in the capacity of the district attorney in their absence; ensures compliance with policies and directives; and performs other related job duties.

(4) Distinguishing characteristics: This position is the administrative level of the attorney series and is characterized by the high level of trust, discretion and judgment vested in the incumbent by the district attorney.

(5) Working conditions: Work is performed in an office environment. Some physical effort and travel may be required. Incumbent may be required to work under stressful situations and conditions.

(6) Knowledge, skills, and abilities: This position requires extensive knowledge in the areas of criminal prosecution, rules of evidence and rules of criminal procedure, public administration; public relations skills, organizational skills, supervisory skills, basic computer skills, fully-effective trial skills; ability to draft legal documents, ability to work effectively with other criminal justice agencies, ability to communicate effectively, ability to research/analyze information and situations.

(7) Requirements: Admission to the New Mexico state bar plus a minimum of six years as a practicing attorney in criminal law, which must include two (2) years supervision/administration experience.

(8) Preferred qualifications: Six years as a prosecuting attorney, which must include two (2) years supervision/administration experience.

L. Clerk apprentice:

(1) Purpose: This position provides general office support in a limited clerical capacity.

(2) Supervision: Incumbent receives close supervision from the assigned supervisor.

(3) Examples of work performed: Incumbent answers, screens and routes telephone calls, records messages; performs other clerical duties such as typing, filing, copying, etc., and performs other related job duties.

(4) Distinguishing characteristics: This is an entry level position of the clerk series.

(5) Working conditions: Work is performed in an office environment. Some physical effort and travel may be required.

(6) Knowledge, skills, and abilities: This position requires basic knowledge of math and grammar, reading comprehension, basic office skills, basic typing/computer skills, and the ability to follow directions and policies.

(7) Requirements: Must be at least sixteen (16) years old or have a valid state work permit.

(8) Preferred qualifications: Some work experience in an office setting.

M. Clerk:

(1) Purpose: This position provides general office support in a clerical capacity.

(2) Supervision: Incumbent receives close supervision from the assigned supervisor.

(3) Examples of work performed: Incumbent answers, screens and routes telephone calls; records messages; performs other clerical duties such as typing, filing, copying, etc.; greets and provides assistance to office visitors; receives and distributes incoming mail; prepares outgoing mail; and performs other related job duties.

(4) Distinguishing characteristics: This is a mid-level position of the clerk series.

(5) Working conditions: Work is performed in an office environment. Some physical effort and travel may be required.

(6) Knowledge, skills, and abilities: This position requires knowledge of proper telephone and customer service etiquette, math and grammar, reading comprehension, good grammar skills, office skills, typing/computer skills, ability to communicate effectively, and ability to follow direction and policies.

(7) Requirements: High school diploma or GED.

(8) Preferred qualifications: Any combination of education and work experience totaling at least one (1) year.

N. Clerk specialist:

(1) Purpose: This position provides general office support in a specialized clerical capacity.

(2) Supervision: Incumbent receives general supervision from the assigned supervisor.

(3) Examples of work performed: Incumbent performs specialized clerical duties which may include but are not limited to data entry, records/file maintenance and storage, data retrieval; answers, screens and routes telephone calls; records messages; performs other clerical duties such as typing, filing, copying, etc.; greets and provides assistance to office visitors; receives and distributes incoming mail; prepares outgoing mail; and performs other related job duties.

(4) Distinguishing characteristics: This is an advanced level position of the clerk series.

(5) Working conditions: Work is performed in an office environment. Some physical effort and travel may be required.

(6) Knowledge, skills, and abilities: This position requires considerable knowledge of manual and automated records maintenance and retrieval, proper telephone and customer service etiquette, math and grammar, reading comprehension, considerable typing/computer skills, ability to be accurate and efficient, and the ability to follow direction and policies.

(7) Requirements: High school diploma or GED and one (1) year related work experience.

(8) Preferred qualifications: Any combination of education and work experience totaling at least two (2) years.

O. Financial assistant:

(1) Purpose: This position provides support and assistance to fiscal and human resource operations.

(2) Supervision: Incumbent receives close supervision from the assigned supervisor.

(3) Examples of work performed: Incumbent prepares and processes financial documents; assists in the procurement process, administration of employee benefits, payroll processing, maintenance of leave records; assists in budget preparation and administration, grant administration, communicates with other agencies, vendors etc., maintains all necessary files and records; and performs other related job duties.

(4) Distinguishing characteristics: This is an entry level position within the financial series.

(5) Working conditions: Work is performed in an office environment. Some physical effort and travel may be required.

(6) Knowledge, skills, and abilities: This position requires some knowledge in the areas of general accounting practices, human resource administration, general office procedures and equipment; public relations and communications skills, good organizational skills, and the ability to follow directions and policies.

(7) Requirements: High school diploma or GED, and at least one year related work experience and education.

(8) Preferred qualifications: Any combination of experience and education in a related field totaling at least two (2) years.

P. Financial specialist:

(1) Purpose: This position provides support and expertise to fiscal and human resource operations.

(2) Supervision: Incumbent receives general supervision from the assigned supervisor. Incumbent may supervise office staff.

(3) Examples of work performed: Incumbent prepares and processes financial documents; assists in the procurement process, administration of employee benefits, payroll processing, asset management, and maintenance of leave records; assists in budget preparation and administration, grant administration; communicates with other agencies, vendors etc.; maintains all necessary files and records; and performs other related job duties.

(4) Distinguishing characteristics: This is a mid-level position of the financial series.

(5) Working conditions: Work is performed in an office environment. Some physical effort and travel may be required.

(6) Knowledge, skills, and abilities: This position requires considerable knowledge in the areas of general accounting practices, human resource administration, general office procedures and equipment; public relations and communications skills, good organizational skills; ability to analyze and interpret financial information, and the ability to follow directions and policies.

(7) Requirements: High school diploma or GED, and at least three (3) years related work experience and education.

(8) Preferred qualifications: Any combination of experience and education in a related field totaling at least four (4) years.

Q. Financial specialist supervisor:

(1) Purpose: This position provides support and expertise to fiscal and human resource operations.

(2) Supervision: Incumbent receives general supervision from the assigned supervisor. Incumbent supervises office staff.

(3) Examples of work performed: Incumbent performs and supervises the activities related to the preparation and processing of financial documents; assists in the procurement process, administration of employee benefits, payroll processing; asset management, assists in budget preparation and administration, grant administration; communicates with other agencies, vendors, etc.; maintains all necessary files and records; and performs other related job duties.

(4) Distinguishing characteristics: This is a supervisory level position within the financial series.

(5) Working conditions: Work is performed in an office environment. Some physical effort and travel may be required.

(6) Knowledge, skills, and abilities: This position requires considerable knowledge in the areas of general accounting practices, human resource administration, general office procedures and equipment; public relations and communications skills, effective supervisory skills, good organizational skills; ability to analyze and interpret financial information, and the ability to follow directions and policies.

(7) Requirements: Bachelor's degree in accounting, business administration or other related financial field, or four (4) years related work experience and education, which must include two (2) years supervision/administration experience.

(8) Preferred qualifications: Bachelor's degree in accounting, business administration or other related financial field, plus two (2) years of related work experience and education; or six (6) years related work experience and education, which must include two (2) years supervision/administration experience.

R. Chief financial officer:

(1) Purpose: This position provides office management functions which include management of fiscal and human resource operations and prosecution programs.

(2) Supervision: Incumbent receives administrative supervision from the assigned supervisor, usually a district attorney, the administrative office of the district attorneys director, or their designee. Incumbent supervises office staff. Incumbent also takes direction and is accountable to the assigned budget analysts at the department of finance and administration and the legislative finance committee. Incumbent is also accountable to the designated auditing firm for their respective agency.

(3) Examples of work performed: Incumbent manages the day-to-day operations of an office which may include, but is not limited to: managing and performing the duties related to fiscal and human resource activities; overseeing the processing of financial documents, the procurement process, administration of employee benefits, payroll processing, asset management, budget preparation and administration, and federal/state/local grant administration; preparing audit statements and pre-audit reports; communicating with other agencies, vendors, etc.; acting as the liaison with both the legislative finance committee and the department of finance and administration for their respective agency; overseeing the maintenance of all necessary files and records; managing prosecution support functions and case management; overseeing office security and maintenance; and coordinating staff development and supervision. The incumbent insures compliance with federal regulations, state statutes, policies and directives; and performs other related job duties.

(4) Distinguishing characteristics: This is a management level position within the financial series.

(5) Working conditions: Work is performed in an office environment. Some physical effort and travel may be required.

(6) Knowledge, skills, and abilities: This position requires extensive knowledge in the areas of general and governmental accounting practices, human resource practices, general office procedures and equipment; considerable knowledge of the criminal justice system; effective public relations and communications skills, effective management and supervisory skills; a high level of organizational skills; ability to analyze and interpret financial information, ability to manage multiple projects and deadlines; and ability to follow directions and policies.

(7) Requirements: Bachelor's degree in accounting, business administration or other related financial field, plus two (2) years of related work experience and education; or six (6) years related work experience and education, which must include two (2) years supervision/administration experience.

(8) Preferred qualifications: Bachelor's degree in accounting, business administration or other related financial field, plus four (4) years of related work experience and education; or eight (8) years related work experience and education, which must include two (2) years supervision/administration experience.

S. Information systems assistant:

(1) Purpose: This position performs a variety of information systems support duties in a district attorney's office or for a statewide system.

(2) Supervision: Incumbent receives general supervision from the assigned supervisor.

(3) Examples of work performed: Incumbent trains users in various software applications and case management; assists with basic hardware problems; installs hardware and sets up applications for users; develops and maintains various data and statistical reports; performs liaison duties between users and higher level information systems staff; and performs other related job duties.

(4) Distinguishing characteristics: This is an entry level position which primarily involves the technical support to users of an information system.

(5) Working conditions: Work is performed in an office environment. Some physical effort and frequent travel may be required. Consistent exposure to VDT's, CRT's, and other electrical devices.

(6) Knowledge, skills, and abilities: This position requires some knowledge of information systems technology, systems applications; software applications; data base principals; effective communication skills; ability to analyze and recommend solutions to basic systems situations, ability to organize and prioritize workloads; ability to manage multiple projects simultaneously; ability to effectively complete work projects to ensure user satisfaction.

(7) Requirements: Associate's degree or certification from a technical/vocational school in computer science or related technical field; or two (2) years of related work experience and education in a related field.

(8) Preferred qualifications: Associate's degree in computer science or related technical field plus one (1) year of work experience in related field.

T. Information systems administrator:

(1) Purpose: This position performs a variety of highly complex duties in support of an information system for a district attorney's office or statewide network.

(2) Supervision: Incumbent receives general guidance and direction from the assigned supervisor. Incumbent may supervise other staff.

(3) Examples of work performed: Incumbent controls, monitors and maintains servers and telecommunications for an information system; researches and evaluates the integration of software systems within a multiprocessor information systems environment; investigates and analyzes new data processing techniques and technologies; performs complex systems development, planning, and maintenance, assists in the coordination and maintenance of a local or wide area network; provides and directs client support and specialized curriculum development; evaluates disaster recovery resource requirements and make recommendations to produce disaster recovery plans; and performs other related job duties.

(4) Distinguishing characteristics: This is a mid-level position which primarily involves the technical support of information systems resources in an open-platform environment.

(5) Working conditions: Work is performed in an office environment. Some physical effort and frequent travel may be required. Consistent exposure to VDT's, CRT's, and other electrical devices. May be required to work beyond normal work hours.

(6) Knowledge, skills, and abilities: This position requires substantial knowledge of information systems technology, operating systems, network and systems applications and development, systems engineering, effective writing and verbal communication skills, effective systems analytical skills, effective supervisory skills; ability to analyze and recommend solutions to complex systems situations, ability to organize and prioritize workloads; ability to manage multiple projects simultaneously; ability to effectively complete work projects to ensure user satisfaction.

(7) Requirements: Associate's degree in computer science or related technical field plus two (2) years of work experience and education information systems, and systems design and analysis; or four (4) years of related work experience and education in a related field.

(8) Preferred qualifications: Bachelor's degree in computer science or related field plus two (2) years of work experience in information systems, and systems design and analysis.

U. Data base administrator:

(1) Purpose: This position performs a variety of highly complex duties in support of an information system for a district attorney's office or statewide network.

(2) Supervision: Incumbent receives general guidance and direction from the assigned supervisor. Incumbent may supervise other staff.

(3) Examples of work performed: Incumbent controls, monitors and maintains a multi-data base system in a statewide client-server environment; designs and maintains databases and resolves associated problems; implements and maintains database security; controls and executes system utilities affecting database structures; provides training on data base concepts and functions; analyzes and recommends database software needs for budget submission; documents systems design; develops, modifies and maintains application systems in a data base; maintains data dictionary; investigates and analyzes new data processing techniques and technologies; performs complex systems development, planning, and maintenance; provides and directs user support and specialized curriculum development; and performs other related job duties.

(4) Distinguishing characteristics: This is a mid-level position which primarily involves the technical support of a multi-data base system.

(5) Working conditions: Work is performed in an office environment. Some physical effort and frequent travel may be required. Consistent exposure to VDT's, CRT's, and other electrical devices. May be required to work beyond normal work hours.

(6) Knowledge, skills, and abilities: This position requires substantial knowledge of information systems technology, operating systems, systems applications and development, systems engineering; data base

analysis, design and administration; effective writing and verbal communication skills, effective systems analytical skills, effective supervisory skills; ability to analyze and recommend solutions to complex systems situations, ability to organize and prioritize workloads; ability to manage multiple projects simultaneously; ability to effectively complete work projects to ensure user satisfaction.

(7) Requirements: Associate's degree in computer science or related technical field plus two (2) years of work experience and education in data base design and management; or four (4) years of related work experience and education in a related field.

(8) Preferred qualifications: Bachelor's degree in computer science or related field plus two (2) years of work experience in data base design and management.

V. Information systems manager:

(1) Purpose: This position manages and directs the overall information systems activities for a district attorney's office and its associated satellite offices, a statewide network, or a large scale systems project.

(2) Supervision: Incumbent receives administrative direction from the district attorney or the administrative office of the district attorneys director. Incumbent supervises other staff.

(3) Examples of work performed: Incumbent manages and directs the overall information systems activities and services in support of a multiple-site, statewide network; designs and manages the maintenance of the local area and wide area networks; develops and monitors information systems goals and objectives; establishes, implements, and monitors information systems policies, procedures and standards; assists in the development of the information systems budget and information technology plan; monitors information systems budget and expenditures; manages information systems contracts; recommends and implements information systems training for the organization; and performs other related job duties.

(4) Distinguishing characteristics: This is a management level position which primarily involves the management of information systems resources in an open-platform environment.

(5) Working conditions: Work is performed in an office environment. Physical effort and frequent travel may be required. Incumbent may be required to work beyond normal working hours. Consistent exposure to VDT's, CRT's and other electrical devices can be expected.

(6) Knowledge, skills, and abilities: This position requires extensive knowledge of information systems technology, operating systems, systems applications and development, systems engineering, data base administration, knowledge of design, implementation, and maintenance of network systems; effective writing and verbal communication skills, effective systems analytical skills, effective management skills; ability to analyze and recommend solutions to complex systems situations, ability to evaluate and allocate staff resources to accomplish goals and objectives.

(7) Requirements: Bachelor's degree in computer science or related field plus four (4) years of work experience in information systems, data base administration, and systems design and analysis; or eight (8) years of related work experience and education in a related field.

(8) Preferred qualifications: Bachelor's degree in computer science or related field plus six (6) years of work experience in information systems, data base administration, and systems design and analysis.

W. Investigator:

(1) Purpose: This position provides investigative functions as required by a district attorney's office.

(2) Supervision: Incumbent receives general supervision from the assigned supervisor.

(3) Example of work performed: Incumbent locates witnesses; serves subpoenas and other process documents; executes warrants; interviews witnesses; researches investigative leads; provides logistical assistance with witnesses and evidence; testifies in court; coordinates efforts with other law enforcement agencies; provides internal security within a district attorney's office; executes all powers and duties established by statute pertaining to peace officers' and performs other related job duties.

(4) Distinguishing characteristics: This is an entry level position of the investigator series.

(5) Working conditions: Considerable amount of work is performed in field investigations outside the office that may require the prevention and detection of crime; some work is performed in an office environment; considerable physical effort may be required. May be required to be on-call during non-working hours. May encounter dangerous situations.

(6) Knowledge, skills, and abilities: This position requires knowledge of criminal law and procedures, and equipment; knowledge of surveillance techniques; interview and interrogation skills; investigatory skills; writing skills; communication skills; ability to establish and maintain effective working relationships with other law enforcement agencies; ability to interact effectively with the public; and the ability to follow directions and policies.

(7) Requirements: High school diploma or GED, plus New Mexico peace officer certification, within the first year of employment.

(8) Preferred qualifications: New Mexico peace officer certification, plus one (1) year work experience, education and training in law enforcement; investigations or related field.

X. Senior investigator:

(1) Purpose: This position provides advanced investigative functions required by a district attorney's office.

(2) Supervision: Incumbent receives supervision from the assigned supervisor. Incumbent may supervise other staff.

(3) Examples of work performed: Incumbent locates witnesses; serves subpoenas and other process documents; executes warrants; interviews witnesses; researches investigative leads; provides logistical assistance with witnesses and evidence; testifies in court; coordinates efforts with other law enforcement agencies; provides internal security within a district attorney's office; executes all powers and duties established by statute pertaining to peace officers; provides training to other investigators; may supervise other staff in the absence of the chief investigator; and performs other related job duties.

(4) Distinguishing characteristics: This is a mid-level position of the investigator series.

(5) Working conditions: Considerable amount of work performed in field investigations outside the office that may require the prevention and detection of crime; some work is performed in an office environment; considerable physical effort may be required. May be required to be on-call during non-working hours. May encounter dangerous situations.

(6) Knowledge, skills, and abilities: This position requires knowledge of criminal law and procedures, and equipment; knowledge of surveillance techniques; interview and interrogation skills; investigatory skills; supervisory skills; writing skills; communication skills; ability to conduct training, establish and maintain effective working relationships with other law enforcement agencies; ability to interact effectively with the public; and the ability to follow directions and policies.

(7) Requirements: Associates degree in criminology, criminal justice, police science or a related field, or two (2) years work experience in related field, plus New Mexico peace officer certification

(8) Preferred qualifications: New Mexico peace officer certification, plus three (3) years work experience, education and training in law enforcement; investigations or related field.

Y. Lead investigator:

(1) Purpose: This position provides advanced and complex investigative functions required by a district attorney's office, and manages the investigations unit within a district attorney's office.

(2) Supervision: Incumbent receives administrative direction from the district attorney.

(3) Examples of work performed: Incumbent manages a criminal investigations unit. Incumbent initiates and oversees criminal investigations which might include, but is not limited to: locating witnesses; serving subpoenas and other process documents; executing search warrants; interviewing witnesses; developing, researching, and following up on investigative leads; providing logistical assistance with witnesses and evidence; testifying in court; coordinating efforts with other law enforcement agencies; providing internal security within a district attorney's office as well as courtroom security; executing all powers and duties established by statute pertaining to peace officers; providing training to other investigators and law enforcement agencies; and supervising other staff; and performs other related job duties.

(4) Distinguishing characteristics: This is a management level position of the investigator series.

(5) Working conditions: Considerable amount of work is performed in field investigations outside the office that may require the prevention and detection of crime; some work is performed in an office environment; considerable physical effort may be required. May be required to be on-call during non-working hours in order to respond to crime scenes. May encounter dangerous situations.

(6) Knowledge, skills, and abilities: This position requires significant knowledge of criminal law and procedures, and equipment; knowledge of surveillance techniques; interview and interrogation skills; investigatory skills; supervisory and management skills; writing skills; communication skills; ability to conduct training, establish and maintain effective working relationships with other law enforcement agencies; ability to interact effectively with the public; and the ability to follow directions and policies.

(7) Requirements: Bachelor's degree in criminology, criminal justice, police science or a related field, or four (4) years work experience in related field; which must include two (2) years supervision/administration experience, plus New Mexico peace officer certification. Certification as a law enforcement instructor within one (1) year of entry into this position.

(8) Preferred qualifications: New Mexico peace officer certification, plus five (5) years work experience, education and training in law enforcement; investigations or related field.

Z. Program assistant:

(1) Purpose: This position provides support and assistance to special programs within a district attorney's office.

(2) Supervision: Incumbent receives supervision and guidance from the assigned supervisor.

(3) Examples of work performed: Incumbent prepares, disburses, and maintains files and documents; arranges for services to be provided to clientele; maintains contact with clientele and other outside agencies as required; receives and monitors client payments; and performs other related job duties.

(4) Distinguishing characteristics: This is an entry level position of the program series.

(5) Working conditions: Work is performed in an office environment. Some physical effort and travel may be required.

(6) Knowledge, skills, and abilities: This position requires some knowledge of the criminal justice system; knowledge of general office procedures and equipment; public relations and communication skills; basic math skills; good organizational skills; and the ability to follow direction and policies.

(7) Requirements: High school diploma or G.E.D, plus two (2) years of related work experience and education.

(8) Preferred qualifications: Any combination of related work experience and education totaling at least four (4) years.

AA. Program specialist:

(1) Purpose: This position provides support and assistance to special programs within a district attorney's office.

(2) Supervision: Incumbent receives general supervision from the assigned supervisor.

(3) Examples of work performed: Incumbent prepares, disburses and maintains files and documents; assesses services to be provided to clientele; interviews and maintains contact with clientele; collaborates with other outside agencies as required; monitor program compliance and receives and monitors client payments; may be required to testify in court and performs other related job duties.

(4) Distinguishing characteristics: This is a mid-level position of the program series, which primarily involves the provision of direct services to clients.

(5) Working conditions: Work is performed in an office environment, but requires periodic site visits. Some physical effort and travel may be required.

(6) Knowledge, skills, and abilities: This position requires considerable knowledge of the criminal justice system; knowledge of general office procedures and equipment; public relations and communication skills; basic math skills; good organizational skills; ability to supervise and counsel clients, and the ability to follow directions and policies.

(7) Requirements: Bachelor's degree in criminal justice, social science or related field, or at least four (4) years work experience and education in the criminal justice system, criminal law, human services or other related field.

(8) Preferred qualifications: Bachelor's degree plus two (2) years related work experience and education in the criminal justice system, criminal law, human services or other related field.

BB. Program administrator:

(1) Purpose: This position provides implementation and administration of special programs within a district attorney's office.

(2) Supervision: Incumbent receives administrative supervision from the assigned supervisor. The incumbent may supervise other office staff.

(3) Examples of work performed: Incumbent assesses and provides services to clientele; maintains contact and interviews clientele; collaborates with other outside agencies as required; monitors program compliance and follows up with community service providers; may be required to testify in court; may assist with audit reports and performs other related job duties.

(4) Distinguishing characteristics: This is an advanced level position of the program series, which primarily involves the provision of direct services to clients and may or may not be a supervisory position.

(5) Working conditions: Work is performed primarily in an office environment, but does require periodic site visits. Some physical effort and travel may be required.

(6) Knowledge, skills, and abilities: This position requires extensive knowledge of the criminal justice system; effective public relation and communication skills; good organizational skills; may require

management and supervisory skills; ability to supervise and counsel clients; and the ability to follow policies and procedures.

(7) Requirements: Bachelor's degree plus two (2) years related work experience and education in, criminal justice, criminal law, human services, social sciences or related field.

(8) Preferred qualifications: Bachelor's Degree plus four (4) years related work experience in criminal justice, criminal law, human services, social sciences or other related field.

CC. Prosecution assistant:

(1) Purpose: This position provides support to prosecutors by facilitating the development and preparation of cases.

(2) Supervision: Incumbent receives supervision from the assigned supervisor.

(3) Examples of work performed: Incumbent performs limited legal research and case preparation duties to include location of witnesses; screen incoming cases for necessary reports and other correspondence; serves subpoenas and other process documents; organizes investigative files; prepares exhibits; drafts and prepares legal correspondence; provides logistical assistance related to witnesses and evidence; interacts with law enforcement and court personnel; and performs other related job duties.

(4) Distinguishing characteristics: This is an entry level position of the prosecution support series.

(5) Working conditions: Work is performed in an office environment. Some physical effort and travel may be required.

(6) Knowledge, skills, and abilities: This position requires some knowledge of the criminal justice system, knowledge of general office procedures and equipment; some analytical research and writing skills, organizational skills, basic computer skills; effective public relations and communication skills; and the ability to follow directions and policies.

(7) Requirements: High school diploma or G.E.D. plus at least two years work experience and education in a related field.

(8) Preferred qualifications: Associate degree in criminal justice or paralegal studies, plus two years work experience and education in a related field.

DD. Prosecution specialist:

(1) Purpose: This position provides support to prosecutors by facilitating the development and preparation of cases.

(2) Supervision: Incumbent receives general supervision from the assigned supervisor. Incumbent may supervise other staff.

(3) Examples of work performed: Incumbent performs advanced legal research and case preparation duties to include location of, and interview witnesses; screen incoming cases for necessary reports and other correspondence; serves subpoenas and other process documents; organizes investigative files; prepares exhibits; drafts and prepares court documents and legal correspondence; provides logistical assistance related to witnesses and evidence; coordinates prosecution efforts with law enforcement personnel; and performs other related job duties.

(4) Distinguishing characteristics: This is an advanced level position of the prosecution support series.

(5) Working conditions: Work is performed in an office environment. Some physical effort and travel may be required.

(6) Knowledge, skills, and abilities: This position requires considerable knowledge of the criminal justice system, knowledge of general office procedures and equipment; substantial analytical research and writing skills, organizational skills, supervisory skills, effective computer skills; effective public relations and communication skills; and the ability to follow directions and policies.

(7) Requirements: Associates degree in criminal justice, paralegal studies or other related field and two years work experience and education in a related field; or at least four years of work experience and education in a related field.

(8) Preferred qualifications: Bachelor's degree in criminal justice or paralegal studies, plus two years work experience or education in a related field.

EE. Secretary:

(1) Purpose: This position provides basic secretarial assistance to office staff.

(2) Supervision: Incumbent receives close supervision from the assigned supervisor.

(3) Examples of work performed: Incumbent types documents and correspondence; maintains calendars; files; answers telephones; prepares and maintains case files; contacts witnesses; performs data entry; transcribes tapes; assists office visitors; and performs other related job duties.

(4) Distinguishing characteristics: This is an entry level position of the secretarial series.

(5) Working conditions: Work is performed in an office environment. Some physical effort and travel may be required.

(6) Knowledge, skills, and abilities: This position requires some knowledge of general office equipment, math, grammar and reading comprehension; effective word processing skills, telephone etiquette skills, filing skills; ability to communicate effectively, and follow directions and policies.

(7) Requirements: High school diploma or GED and one (1) year work experience in related field.

(8) Preferred qualifications: Two (2) years work experience and education in related field.

FF. Senior secretary:

(1) Purpose: This position provides secretarial assistance to office staff.

(2) Supervision: Incumbent receives general supervision from the assigned supervisor.

(3) Examples of work performed: Incumbent prepares legal documents and correspondence; assists in trial preparation; performs data entry; transcribes tapes; maintains calendars; prepares and maintains case files; responds to telephone inquiries; contacts witnesses; assists office visitors; and performs other related job duties.

(4) Distinguishing characteristics: This is a mid-level position of the secretarial series.

(5) Working conditions: Work is performed in an office environment. Some physical effort and travel may be required.

(6) Knowledge, skills, and abilities: This position requires knowledge of the criminal justice system and general office equipment; good typing and word processing skills, filing skills, and organizational skills; ability to communicate effectively and follow directions and policies.

(7) Requirements: High school diploma or GED, plus two (2) years work experience in a related field.

(8) Preferred qualifications: Three (3) years work experience and education in a related field.

GG. Administrative secretary:

(1) Purpose: This position provides advanced secretarial assistance to office staff.

(2) Supervision: Incumbent receives general supervision from the assigned supervisor, and may supervise other staff.

(3) Examples of work performed: Incumbent prepares legal documents and correspondence; performs data entry; assists in trial preparation; attends court hearings; transcribes tapes; maintains calendars; assists in office administrative functions; prepares and maintains case files; interacts with external agencies; responds to telephone inquiries; contacts witnesses; assists office visitors; assists, trains and supervises other secretaries; and performs other related job duties.

(4) Distinguishing characteristics: This is an advanced level position of the secretarial series, and may include supervisory duties.

(5) Working conditions: Work is performed in an office environment. Some physical effort and travel may be required.

(6) Knowledge, skills, and abilities: This position requires considerable knowledge of the criminal justice system and general office equipment; effective typing and word processing skills, filing skills, supervisory skills, and organizational skills; ability to communicate effectively and to follow directions and policies.

(7) Requirements: High school diploma or GED, plus three (3) years work experience in a related field.

(8) Preferred qualifications: Four (4) years work experience and education in a related field.

HH. Supervising secretary:

(1) Purpose: This position provides supervision and coordination of all secretarial functions within an office or division.

(2) Supervision: Incumbent receives general supervision from the assigned supervisor, and is required to supervise other staff.

(3) Examples of work performed: Incumbent prepares legal documents and correspondence; performs data entry; assists with trial preparation; transcribes tapes; maintains calendars; prepares and maintains case files; interacts with external agencies; responds to telephone inquiries; contacts witnesses; assists office visitors; supervises and trains secretarial/ clerical staff; conducts performance evaluations; assists in office administrative functions; makes recommendations concerning personnel matters and staff assignments; delegates tasks to secretarial/clerical staff; and performs other related job duties.

(4) Distinguishing characteristics: This is a supervisory level position of the secretary series.

(5) Working conditions: Work is performed in an office environment. Some physical effort and travel may be required.

(6) Knowledge, skills, and abilities: This position requires extensive knowledge of the criminal justice system, general office equipment and the day-to-day operations of a district attorney's office; effective supervisory skills, organizational skills, typing and word processing skills, filing skills; ability to communicate effectively and to follow directions and policies.

(7) Requirements: High school diploma or GED, plus four (4) years work experience in a related field.

(8) Preferred qualifications: Six (6) years work experience and education in a related field, with at least three (3) years being within a criminal justice or related agency.

II. Victim advocate:

(1) Purpose: This position provides services to victims and witnesses of crimes.

(2) Supervision: Incumbent receives close supervision from the assigned supervisor.

(3) Examples of work performed: Incumbent prepares victim and witness notification of court and non-court events; creates, organizes and maintains case files to include duties related to the maintenance of electronic files in the office case management system; assists victims with the completion of various documents related to restitution, compensation, and the return of property to victims; educates victims and witnesses regarding the criminal justice process; may accompany victims and witnesses to court proceedings; may provide direction to program volunteers; networks with community resources; and performs other related job duties.

(4) Distinguishing characteristics: This is an entry level position of the victim advocate series.

(5) Working conditions: Work is performed in an office environment. Some physical effort and frequent travel may be required.

(6) Knowledge, skills, and abilities: This position requires some knowledge of the criminal justice system, court proceedings, and procedures within the district attorney's office; communication and organizational skills; ability to prepare reports and correspondence; ability to work with diverse individuals and agencies.

(7) Requirements: Associates degree in criminal justice, social sciences, or related field or at least two (2) years work experience in the criminal justice system, criminal law, human services, or other related field.

(8) Preferred qualifications: Bachelor's degree in criminal justice, social sciences, or related field; or four (4) years work experience in a related field.

JJ. Senior victim advocate:

(1) Purpose: This position provides services to victims and witnesses of crimes.

(2) Supervision: Incumbent receives general supervision from the assigned supervisor. Incumbent may supervise other staff.

(3) Examples of work performed: Incumbent prepares victim and witness notification of court and non-court events; creates, organizes and maintains case files to include duties related to the maintenance of electronic files in the office case management system; assists victims with the completion of various documents related to restitution, compensation, and the return of property to victims; educates victims and witnesses regarding the criminal justice process; accompany victims and witnesses to court proceedings; assists with the organization of volunteer training; networks with community resources and law enforcement agencies; and performs other related job duties.

(4) Distinguishing characteristics: This is a mid-level position of the victim advocate series which may be designated to provide services to specialized groups of victims.

(5) Working conditions: Work is performed in an office environment. Some physical effort and frequent travel may be required. May be required to be on-call during non-working hours.

(6) Knowledge, skills, and abilities: This position requires considerable knowledge of the criminal justice system, court proceedings, and procedures within the district attorney's office; effective communication and organizational skills; supervisory skills; ability to prepare statistical and routine reports and correspondence; and the ability to work with diverse individuals and agencies.

(7) Requirements: Bachelor's degree in criminal justice, social sciences, or related field or at least four (4) years work experience in the criminal justice system, criminal law, human services, or other related field.

(8) Preferred qualifications: Bachelor's degree in criminal justice, social sciences, or related field plus two (2) years work experience in criminal justice, criminal law, human services, or other related field.

KK. Victim advocate coordinator:

(1) Purpose: This position provides services to victims and witnesses of crimes and may provide management and oversight of a victim advocate unit.

(2) Supervision: Incumbent receives administrative and general direction from the assigned supervisor. Incumbent may supervise other staff.

(3) Examples of work performed: Incumbent prepares victim and witness notification of court and non-court events; creates, organizes and maintains case files to include duties related to the maintenance of electronic files in the office case management system; assists victims with the completion of various documents related to restitution, compensation, and the return of property to victims; educates victims and witnesses regarding the criminal justice process; accompany victims and witnesses to court proceedings; assists with the organization of volunteer training; networks with community resources and law enforcement agencies; may supervise and manage other staff; may be required to handle more complex cases; may be required to author grant proposals; and performs other related job duties.

(4) Distinguishing characteristics: This is a mid-level position of the victim advocate series, which may be designated to provide services to specialized groups of victims and may manage a victim advocate unit.

(5) Working conditions: Work is performed in an office environment. Some physical effort and frequent travel may be required. May be required to be on-call during non-working hours.

(6) Knowledge, skills, and abilities: This position requires considerable knowledge of the criminal justice system, court proceedings, and procedures within the district attorney's office; effective written and verbal communication skills, organizational skills, supervisory skills; ability to prepare statistical and routine reports and correspondence; ability to work with diverse individuals and agencies; grant writing and administration abilities.

(7) Requirements: Bachelor's degree in criminal justice, social sciences, or related field plus two (2) years work experience in the criminal justice system, criminal law, human services; or at least six (6) years work experience in related fields .

(8) Preferred qualifications: Bachelor's degree in criminal justice, social sciences, or related field plus four (4) years work experience in the criminal justice system, criminal law, human services, or other related field.

LL. Victim advocate administrator:

(1) Purpose: This position provides services to victims and witnesses of crimes and manages the victim advocate program of a district attorney's office.

(2) Supervision: Incumbent receives administrative direction from the district attorney or their designee. Incumbent shall supervise other staff.

(3) Examples of work performed: Incumbent manages the victim advocate program including program budget preparation and administration, employee supervision and development, administration of federally funded programs, development of program policies and procedures, coordination of volunteer program, acts as liaison with other community organizations; educates victims and witnesses regarding the criminal justice process; accompany victims and witnesses to court proceedings; organizes volunteer/intern training; networks with community resources and law enforcement agencies; may be required to handle more complex cases; authors grant proposals; and performs other related job duties.

(4) Distinguishing characteristics: This is a management position of the victim advocate series which may be designated to provide services to specialized groups of victims and manages a victim advocate program.

(5) Working conditions: Work is performed in an office environment. Some physical effort and frequent travel may be required. May be required to be on-call during non-working hours.

(6) Knowledge, skills, and abilities: This position requires extensive knowledge of the criminal justice system, court proceedings, and procedures within the district attorney's office; effective writing and verbal communication skills, organizational skills, effective management skills; ability to prepare statistical and routine reports and correspondence; ability to work with diverse individuals and agencies; and grant writing and administration abilities.

(7) Requirements: Bachelor's degree in criminal justice, social sciences, or related field plus four (4) years work experience in the criminal justice system, criminal law, human services, or other related field which must include direct services to victims; or at least eight (8) years work experience in related fields, which must include two (2) years supervision/ administration experience.

(8) Preferred qualifications: Bachelor's degree in criminal justice, social sciences, or related field plus six (6) years work experience in the criminal justice system, criminal law, human services, or other related field which must include at least one (1) year direct service to victims, and which must include two (2) years supervision/administration experience.

[10.4.14.8 NMAC - Rp, NMDAA 91-1.13, 06/30/2010]

HISTORY OF 10.4.14 NMAC:

Pre-NMAC History: The material in this part was derived from that previously filed with the State Records Center:

NMDAA 90-1, New Mexico District Attorney's Association Personnel Rules and Regulations for New Mexico District Attorneys Association, filed 2/22/90.

NMDAA 91-1, Personnel and Compensation Plan for the Employees of the District Attorneys of the State of New Mexico, filed 6/11/91.

History of Repealed Material:

NMDAA 91-1, Personnel and Compensation Plan for the Employees of the District Attorneys of the State of New Mexico, filed 6/11/91 - Repealed effective 06/30/2010.