

NEW MEXICO JUDICIAL BRANCH

TRAINING COORDINATOR

(Classified)

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

SUMMARY

Under direction, develop, plan, facilitate, integrate, coordinate and organize training and employee development programs; conduct new hire orientations; conduct software training; and work with Judges, Human Resources, managers, court personnel and various governmental agencies on planning, coordinating and conducting trainings.

QUALIFICATIONS

Education: Bachelor's degree in Business Administration, Public Administration, Human Resource Management, Education or a related field.

Education Substitution: Relevant experience may substitute for education on a year-for-year basis.

Experience: Two (2) years of experience in planning, administering and evaluating judicial education or employee training programs in a court or related adult education environment of which one (1) year must have been in software training (including applicable case management software, Word, Word Perfect, Excel, PowerPoint and the Internet).

Experience Substitution: Relevant education may substitute for experience at a rate of 30 semester hours equals one year.

Knowledge: **Knowledge of** techniques for coordinating multiple training projects, including setting goals, establishing time lines, and identifying resources; adult learning styles; training needs assessment, training evaluation methods, recognized methods of policy analysis and program evaluation; principles and practices of public and court administration; customer service practices; web based training programs; curriculum development; statistical measurement; human resource related topics; software applications (i.e., applicable case management software, Word, Word Perfect, Excel, PowerPoint and the Internet); knowledge of New Mexico Judicial Branch Personnel Rules and Policies and of the judicial organization and structure.

Skill & Ability: **Skill in** analyzing organizational needs and assessing and evaluating a variety of training programs; developing interpersonal relationships; communicating clearly and effectively both verbally and in writing; preparing and making written and oral presentations; applying the principles of public administration; coordinating multiple and diverse training projects; making professional public presentations; project analysis and management; influencing, convincing and building consensus; facilitation; giving and receiving constructive

feedback and being an effective coach and counselor; using discretion and maintaining confidentiality; researching and analyzing (comparing, contrasting and evaluating information); problem solving; decision making; prioritizing and organizing work; using applicable case management system, Word, Word Perfect, Excel, PowerPoint and the Internet. **Ability to** forecast and project; set priorities; meet deadlines; pay attention to detail; effectively manage time and resources; establish and maintain cooperative working relationships with judges, court managers and employees, contractual trainers and facilitators, and other agencies; multi-task; maintain databases; operate audio/visual equipment.

EXAMPLES OF WORK PERFORMED

Collaborate with Judicial Branch managers to evaluate training programs, collect data to establish training needs; keep up to date with latest trends in court training and analyze training needs on a continual basis; conduct needs assessments; identify training goals and objectives for the court and/or divisions, research, present train-the-trainer instruction and individual or group training sessions; evaluate training methodology, current and/or existing training programs for effectiveness; plan, coordinate and initiate training methodology, new employee orientation including communicating policies and procedures and other agency expectations; train employees to effectively utilize court software and technology (i.e. case management, intranet and e-mail); instruct employees in legal terminology, court procedures (i.e. indictment, sequestration) forms, letters and the different types of cases in the court; develop specifications for course content; prepare lesson plans, curriculum, and training materials; develop and coordinate workshops for group or organization based training; work with managers, supervisors, special groups and subject matter experts in designing training programs, court processes, action plans, and implementation schedules; coordinate, organize, conduct and participate in educational seminars for judges, court personnel, and related agencies; prepare or revise standardized training manuals for supervisors and training programs; prepare statistical reports rules and procedures; participate as a member in special committees or hiring panels. **May** develop, plan and coordinate court conferences and special projects; schedule and orient college and community interns and volunteers.

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 the tasks assigned to this job: Work is performed in an office, classroom or court setting. The employee may be required to work a flexible schedule including evenings and weekends; overtime may be required. The employee is expected to be punctual and to adhere to assigned work schedule. The employee must regularly interact positively with others. The work requires prolonged use of computers, repetitious hand, arm and finger motions as well as manual/finger dexterity. The employee must be able to walk, talk, hear, kneel, stoop, lift, pull and carry up to 25 pounds. Travel (valid driver's license required) may be periodically required for work, training, meetings and presentations. The employee is required to speak, sit or stand for long periods of time. The employee may be exposed to fluctuating building temperatures.

Dev: 6/25/04, Rev: 5/14/10, 10/30/15