NEW MEXICO JUDICIAL BRANCH

AOC DEPUTY GENERAL COUNSEL
(At-Will)

ARGET SALARY: $87,828-$175,656 annually, or $42.225-$84.450 hourly depending upon experience (pay range NN)
LOCATION: Varies, statewide locations
FLSA STATUS: Exempt
JOB CODE: 1011JB
BENEFITS: Competitive benefits package offered

ADMINISTRATIVE OFFICE OF THE COURTS (AOC)

The Administrative Office of the Courts exists to enable the courts of New Mexico to accomplish their mission through:

- Ensuring that the courts have adequate, equitably distributed resources.
- Ensuring that the courts have and use current technology.
- Providing a fair and equitable statewide human resources system.
- Developing and implementing improved court processes and supporting courts in their use.
- Collecting and providing information on and for the courts.
- Ensuring sound financial, budgeting and procurement practices in the management of court resources.
- Maintaining liaison with the legislative and executive branches of state government.

GENERAL STATEMENT OF DUTIES

Acting under general direction of the AOC General Counsel provide statewide legal advice and opinions on court administration to justices, judges, and staff, as well as the Administrative Office of the Courts (AOC), and the Judiciary.

EXAMPLES OF JOB DUTIES

- **The AOC Deputy General Counsel** assists the AOC General Counsel in the areas of contract law, finance, human resources, civil and criminal law, licensing, procurement, and court administration.
- Assists the AOC General Counsel in the management of attorneys, staff, and contractors who administer statewide court programs, including Access to Justice, statewide Alternative Dispute Resolution, Guardianship and Domestic Violence, Court Appointed Attorneys, juvenile justice initiatives, and the Court Improvement Project.
- May oversee or assist with oversight of the Water Rights Adjudication Program for the courts, and conduct legal research and analysis for the water rights adjudications pending in state district court.
- Performs legal research and analysis, responds to specific legal questions, and provides legal advice to the AOC, appellate, and district courts.
- Reviews statutes, rules, and case law; recommends policy, procedural, and program changes; and represents and advises the AOC in its operation and management of facilities.
- May direct various management programs for the New Mexico Judiciary, including but not limited to Alternative Dispute Resolution (ADR), Court Improvement Projects, Court Appointed Special Advocates (CASA), and the Safe Exchange Supervised Visit program.

- Develops and conducts training for the Judiciary and participates in AOC or other statewide judicial committees; represents the AOC and the judiciary at legislative or other governmental statewide committees;
- May appear and testify before commissions and other legislative bodies; lobby on behalf of statewide judicial initiatives; attend legislative hearings and speak on behalf of the Judicial Branch. Tracks, reviews, analyzes and advises Justices, Judges and statewide court administration on proposed and final legislation. Manages and oversees legislative strategic planning; monitors and analyzes the impact of proposed changes to laws, rules and procedures; and disseminates case law that affects the Judicial Branch.
- Negotiates, drafts, reviews, approves, and administers leases, contracts, proposals, professional service agreements, price agreements, memoranda of understanding, letter agreements, software license agreements, and intergovernmental agreements for the AOC; recommends and implements contract negotiation strategies; provides oversight of contractor's performance.
- Drafts, reviews, negotiates and approves requests for proposals, contracts, memoranda of understanding, joint powers agreements, leases, letter agreements, software licenses and professional service agreements for the AOC; assists in preparing Requests for Proposals (RFPs) and Invitations to Bid (ITBs); and assists in overseeing the procurement process and the application of public procurement law. Consult with courts statewide about procurement issues.
- May train, supervise, mentor, evaluate and motivate legal staff and assist with the oversight of the day-to-day operations of the legal services division. Provides requested legal advice to Municipal and Probate Courts statewide.
- Assesses needs and advocates for appropriate resources for programs within the Division.
- Represents the Judiciary at legislative or other governmental statewide committees.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate comprehensive and advanced knowledge of legislative processes, commercial transactions, leases, contract administration; judiciary processes and policies, public administration, legislative processes, administrative, civil and criminal law and procedure, and general litigation. The position requires demonstrated knowledge of court jurisdiction, local court rules, court structure and operations, New Mexico case law, state constitution and statutes, as well as federal constitutional law and statutes, Rules of Criminal and Civil Procedure, Rules of Appellate Procedure, Rules of Evidence, the Code of Judicial Conduct, and Rules of Professional Conduct. Ability to balance practical and legal considerations, develop procedures, comprehend and explain complex issues, and solve problems.

MINIMUM QUALIFICATIONS

Education: Must be a graduate of a law school meeting the standards of accreditation of the American Bar Association; possess and maintain a license to practice law in the State of New Mexico.

Education Substitution: None.

Experience: Six (6) years of experience in the applicable practice of law, of which three (3) years must have been as a supervisor overseeing the work product of other attorneys or legal professionals.

Experience Substitution: Additional relevant education at the master's degree level may substitute for experience at a rate of thirty (30) semester hours equals one (1) year of experience; additional education may not substitute for supervisory experience.

Supervisory Substitution: An additional two (2) years of directly related experience may substitute for the supervisory experience provided the incumbent attends the NMJB Supervisory Mentorship Program Training at their earliest opportunity.

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 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.

** 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 and sick leave up to eight (8) weeks
- Eleven (11) 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, and lab work at the facility (Stay Well Health Center) in Santa Fe, NM
- Bilingual compensation*
- Training and career development opportunities
- Higher education opportunities, educational leave, and tuition reimbursement
- 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

START YOUR CAREER

Experience the difference, work for the Judiciary! Apply here!

History of Job Description: Dev: 05/16/23; Rev Pay Range: 07/08/23, 07/06/24; Rev: 05/15/25, 07/05/25; Rev Pay Range: 07/04/26

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 Administrative Office of the Courts Human Resources Division at 505/470-7205. Applications and resumes including a supplemental application must be submitted to apply. Applications may be found online at nmcourts.gov.