NEW MEXICO JUDICIAL BRANCH

APPELLATE MEDIATOR
(At-Will)

TARGET SALARY: $82,110-$164,220 annually, or $39.476-$78.952 hourly depending upon experience (pay range MM)
LOCATION: Varies, statewide locations
FLSA STATUS: Exempt
JOB CODE: 1056JB
BENEFITS: Competitive benefits package offered

THE NEW MEXICO JUDICIARY

The Mission of the New Mexico Judiciary is to protect the rights and liberties of the people of New Mexico guaranteed by the Constitution and laws of the State of New Mexico and the United States; to resolve legal disputes fairly, and to ensure access to justice for all.

GENERAL STATEMENT OF DUTIES

Acting under court direction the appellate mediator plans, organizes and directs the activities of the Appellate Mediation Office, including supervision of staff, conducting legal research and case analysis, and mediation caseload management.

EXAMPLES OF JOB DUTIES

- **The Appellate Mediator** is responsible for reviewing case materials and conducting legal research and factual analysis in preparation for the mediation.
- Coordinates with an administrative assistant for consideration of cases assigned to the Court's general calendar for mediation.
- Responds to requests from counsel for mediation, and accepts referrals of cases from judges and the Court's Prehearing attorneys.
- Schedules the mediation conferences and sends out notices of mediation to counsel.
- Records statistics related to the operations of the Appellate Mediation Office, including settlement rates, disposition time frames, and providing the Court with written reports on the Appellate Mediation Office activities.
- Oversees and assesses the appropriateness of mediation or other dispute resolution processes for a case.
- Conducts mediation conferences or coordinates with counsel to arrange for other forms of alternative dispute resolution.
- Leads joint and private discussions with all parties to identify issues, contentions, and interests to generate possible solutions.
- Oversees and encourages negotiations extending beyond the initial conference through subsequent conversations or additional conferences.
- Facilitates settlement discussions until an agreement is reached or until settlement does not appear to be possible.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of the United States and New Mexico state constitutions, federal law, New Mexico case law, statutes, rules, policies and procedures; Code of Judicial Conduct; Rules of Professional Conduct; court jurisdiction; manual and computerized legal research; principles of legal analysis and writing, court case management systems; supervisory techniques; mediating and managing conflict; employment law (i.e., Americans with Disabilities Act, Family Medical Leave Act, Equal Employment Opportunity Act, Fair Labor Standards Act, Workers' Compensation) and conflict-resolution principles and techniques.

MINIMUM QUALIFICATIONS

Education: Juris Doctor from an American Bar Association accredited law school and possess and maintain a license to practice law in the State of New Mexico.

Education Substitution: None

Experience: Five (5) years of experience practicing law, teaching at a law school, and/or conducting mediations. Preferred experience includes familiarity with electronic databases such as WestlawNext, Lexis, New Mexico One Source of Law, legal materials such as New Mexico Statutes Annotated (NMSA 1978), and New Mexico Rules Annotated (NMRA), and the Odyssey file and service program.

Experience Substitution: None.

Other: Maintain license to practice law in New Mexico in good standing, and must not have been disbarred or suspended from the practice of law by the state of New Mexico or any other jurisdiction.

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 public, and 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: 10/24/17, Rev: 2/12/20, Benefits updated: 02/26/21, Audit: 12/31/22, Rev. Pay Range: 7/08/23, 07/06/24, 07/05/25, 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 505/470-72057. Applications and resumes including a supplemental application must be submitted to apply. Applications may be found online at nmcourts.gov.