

NEW MEXICO JUDICIAL BRANCH

ATTORNEY - ASSOCIATE (Classified or At-Will)

TARGET SALARY: \$76,005-\$152,011 annually, or \$36.541-\$73.082 hourly depending upon experience (pay range LL)
LOCATION: Varies, statewide locations
FLSA STATUS: Exempt
JOB CODE: 1025JB (Classified) 1030JB (At-Will)
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 general direction of the Judge, Court Executive Officer, or supervising attorney provides legal advice, performs legal research and analysis, and makes recommendations to the court or Judicial Entity.

EXAMPLES OF JOB DUTIES

- **The Attorney - Associate** is responsible for drafting recommendations and proposed dispositions for assigned cases, memorandum opinions, judgements, orders, and decisions for review.
- May Screen pro se petitions for jurisdictional and procedural prerequisites.
- Responds to correspondence, e-mails and telephone calls from pro se litigants, inmates, attorneys, and members of the public.
- Assists the Court to resolve pending appeals by reviewing motions, docketing statements and briefs.
- Drafts calendar recommendations, notices, orders, and opinions.
- Analyzes briefs, records, and legal authorities cited.
- Assists in providing criminal and civil judges with information and recent opinions to ensure compliance with current law.
- Drafts memoranda of law, proposed opinions and orders for administrative appeals of record and de novo appeals, including addressing complex areas of the law such as water, oil and gas, taxation, employment and zoning.
- Draft proposed orders addressing petitions for extraordinary writs and motions in civil and criminal matters.
- Reviews, analyzes, and edits findings of fact and conclusions of law.
- Evaluates court processes and formulates, recommends, and implements policies and procedures to ensure uniform compliance with statutory and constitutional provisions, case law, and Supreme Court Rules.
- Periodically reviews relevant law and proposes recommendations on court procedures.
- Evaluates proposed rule changes, drafts comments, and attends trials and hearings.
- Meets with and advises court administration and staff on legal matters as they arise in the course of court operations.

- May draft and monitor leases, contracts, proposals, professional services agreements, price agreements, memoranda of understanding, letter agreements, software license agreements, and intergovernmental agreements for the Judicial Entity.
- May assist management on personnel issues and ensure compliance with applicable employment laws, rules, regulations, court and AOC policies and procedures.
- Assists with Requests for Proposals (RFPs) and Invitations to Bid (ITBs).
- Administers or assists with Requests for Proposals (RFPs) and Invitations to Bid (ITBs).
- Participates in developing judicial procedures and prepares and presents educational materials to assist the Bench and Bar.
- Assess the appropriateness of mediation or a dispute resolution process for a case and conducts a mediation or dispute resolution process. May serve on statewide or local committees and provide training at national, state, and local conferences.
- May assist in tracking, reviewing, analyzing, and advising the judicial entity on proposed legislation.
- Encourages negotiations between the parties in a civil legal dispute and facilitate settlements of cases until an agreement is reached or until settlement does not appear to be possible.
- May coordinate and oversee legal clinics for pro se litigants.
- May conduct motion hearings in the capacity of a special master or commissioner and draft recommendations to the judge in civil matters.
- May research disclosure of information issues under the Inspection of Public Records Act (IPRA) and make recommendations.
- May propose recommendations on court procedures relevant to cases sent to a court-ordered settlement facilitation program.
- May engage with community organizations and practitioners in a collaborative effort to implement a fair and standardized approach in the settlement facilitation process.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of United States and New Mexico constitutions, federal law, New Mexico case law, statutes, rules, policies, and procedures; rules of Criminal and Civil procedures, rules of Appellate Procedure, rules of evidence, the Code of Judicial Conduct, and rules of Professional Conduct. Court jurisdiction and operations; legal research; judiciary processes and policies, administrative, civil, and criminal law and procedures. Principles of legal analysis and writing, legal proofreading and editing; court case management systems; supervisory techniques, mediating and managing conflict. Employment law; and conflict-resolution principles and techniques. 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: Three (3) years of experience in the practice of applicable law, or as a law clerk.

Experience Substitution: None.

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

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History of Job Description: Dev: 03/09/98 (Associate Staff Attorney), Rev: 06/06/08 Attorney – Associate), 10/04/13, 03/25/20; 2/15/21, Benefits updated: 02/26/21; Audit: 12/31/22, Rev. Pay Ranges: 07/08/23 Rev Pay Range: 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 505/470-7205. Applications and resumes including a supplemental application must be submitted to apply. Applications may be found online at nmcourts.gov.