NEW MEXICO JUDICIAL BRANCH

ATTORNEY – COA ~ REPORTER OF DECISIONS

(At-Will)

TARGET 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: 1051JB
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 administrative direction of the Chief Justice of the Supreme Court or Chief Judge of the Court of Appeals the Attorney - Reporter of Decisions functions as the Court's editor-in-chief for the Official Reports by providing highly complex legal editing of opinions for the Supreme Court or Court of Appeals.

EXAMPLES OF JOB DUTIES

- **The Attorney – Reporter of Decisions** is responsible for coordinating with an administrative assistant for consideration of cases assigned to the Court's general calendar for mediation, responding to requests from counsel for mediation, and accepting referrals of cases from judges and the Court's Prehearing attorneys.
- Manages personnel and programs of the Reporter of Decisions Division.
- Reviews case materials on Odyssey, reviewing any materials sent by counsel prior to the mediation conference and conducting legal research and factual analysis in preparation for the mediation.
- Conducts the mediation conferences in Albuquerque and Santa Fe and at times will conduct telephonic conferences on the Court's conference call system.
- 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.
- Schedules the mediation conferences and sends out notices of mediation to counsel.
- Oversees and assesses the appropriateness of mediation or other dispute resolution processes for a case and identifies any issues, contentions, and interests.
- Facilitates settlement discussions until an agreement is reached or until settlement does not appear to be possible.
- Encourages negotiations through subsequent conversations or additional conferences.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of substantive and procedural legal principles and applications related to legal editorial and publishing practices, procedures, and

methodology; the United States and New Mexico constitutions; New Mexico case law, statutes, rules of evidence and procedure for New Mexico trial and appellate courts; federal law; Blue Book Uniform System of Citation, Greggs Reference Manual, and other sources that directly or indirectly affect the publication of appellate opinions. Expertise in the principles of language mechanics and writing style, particularly as to appropriate styles for citing support authority for propositions stated in legal writing; legal research methods; document management, typography, proofreading, layout, and document formatting. Familiarity with the conversion of print documents into electronic versions for online publication; and employment law.

MINIMUM QUALIFICATIONS

Education and Licensure: 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 within the United States; and be an active member of the State Bar of New Mexico or of another jurisdiction. If not a member of the State Bar of New Mexico, the successful candidate will be required to be admitted to the State Bar of New Mexico within one year of the date of hire.

Education Substitution: None

Experience: Ten (10) years of experience in the practice of law, including appellate law experience, and editorial experience in preparing and enhancing legal information for publication, and a minimum of three (3) years supervisory experience in a legal setting such as private law practice, corporation, government agency, law school, court, or legal publishing company.

Experience Substitution: None.

Other: Must possess and maintain a license to practice law within the state of New Mexico.

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, employeeassistance 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: 12/16/19, 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.