NEW MEXICO JUDICIAL BRANCH

ATTORNEY - CHIEF APPELLATE
(At-Will)

TARGET SALARY: $96,133-$192,265 annually, or $46.218-$92.435 hourly depending upon experience (pay range OO)
LOCATION: Varies, statewide locations
FLSA STATUS: Exempt
JOB CODE: 1035JB
BENEFITS: Competitive benefits package offered

NEW MEXICO SUPREME COURT

The Supreme Court is the highest court of the Judicial Branch of State Government. The Supreme Court's mandatory, exclusive appellate jurisdiction includes:

- Capital appeals, appeals from the Public Regulation Commission, and appeals in election challenges.
- Supervisory control over all other courts.
- Regulating attorneys licensed to practice law in New Mexico, and imposing discipline against attorneys and judges for professional misconduct.
- Responsibility for statewide administrative oversight of the entire Judiciary, including the promulgation of rules of practices and procedure and the appointment and oversight over committees, boards, and commissioners.

NEW MEXICO COURT OF APPEALS

The Court of Appeals is New Mexico's intermediate appellate court with jurisdiction over the entire State. The Court of Appeals reviews appeals in all cases, except criminal cases involving sentences of death or life imprisonment, appeals from the Public Regulation Commission, and cases involving habeas corpus.

GENERAL STATEMENT OF DUTIES

Acting under general direction of the Chief Justice of the Supreme Court or Chief Judge of the Court of Appeals manage the operations of the Office of Supreme Court Counsel or the Prehearing Division of the Court of Appeals.

EXAMPLES OF JOB DUTIES

- **The Attorney – Chief Appellate** is responsible for acting as chief counsel to the Court on matters of Court operations and serves as a member of the Court's management team.
- Leads, plans, trains, supervises, mentors, and evaluates a legal staff of two (2) or more in judicial procedures, employee recruitment, legal functions, and case, and document processing.
- Performs legal research, and analysis, and makes recommendations concerning the work of the Court.
- Communicates changes in court processes, rules, and or systems.
- Leads interview panels for vacant positions and makes recruitment recommendations.
- Manages the administrative and legal operation of the Office of Supreme Court Counsel, including the supervision of personnel and budgetary matters.
- Oversees the operation of the Supreme Court's committees, boards, and commissions.

- Analyzes Court operations, rulemaking activity, and caseload trends in order to promote the efficient exercise of the Court's administrative and adjudicative authority.
- Drafts recommendations and proposed dispositions for assigned cases.
- Provides staff support and legal advice to the Supreme Court's rulemaking committees, boards, and commissions.
- Screens pro se petitions to ensure that the Supreme Court is fully advised of jurisdictional and procedural prerequisites.
- Manages the legal and administrative operation of the Prehearing Division and prepares comprehensive status and statistical reports reflecting the work of the division.
- Participates in defining fiscal, human, information technology, and physical resources needed to accomplish the goals and objectives of the Court.
- Acts as legal and procedural resource to court personnel, outside attorneys, pro se litigants, and Chief Clerk.
- Resolves pending appeals by reviewing motions, docketing statements, and briefs, identifying issues, and reviewing records and transcripts.
- Identifies, analyzes, and assesses the impact of applicable law and evaluates the merits of legal issues and arguments.
- May serve on national, statewide, and local committees and conduct oral presentations and training.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge in budget development, management of multiple and diverse court programs and staff, policy development, delivering presentations to diverse audiences including testifying before a legislative or similar body, and comprehensive and advanced knowledge and understanding of the organization and functions of the judicial branch of government, of the United States and New Mexico constitutions; New Mexico Case law, statutes, rules of procedure, Supreme Court Rules, Rules of Appellate Procedure, Code of Judicial Conduct; the Judicial Standards Commission; Rules of Professional Responsibility; legal proofreading and editing, and legal terminology. Demonstrated ability to lead and direct change that benefits the operations of the court, and provide exemplary leadership.

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: Seven (7) years of experience in the practice of applicable law, including appellate law experience, of which three (3) years must have been as a supervisor.

Experience Substitution: None.

Supervisory Substitution: Leadworker duties may be considered on a prorated basis for supervisory experience at a rate of one (1) year of performing leadworker duties equals six (6) months of supervisory experience. Assigned leadworker duties include but are not limited to: Train, mentor, and develop employees; direct, plan, schedule, assign, and review the work of others; develop or assist in the development of employee performance plans and appraisals; and address concerns and troubleshoot

problems. An additional three (3) 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, 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: 03/09/98 (Chief Staff Attorney At-Will), Rev: 06/06/08 (Attorney Chief Appellate At-Will), 10/04/13, 02/12/20, Rev: 01/15/21 (added supervisory substitution), Benefits updated: 02/26/21 Audit: 12/31/22, Rev. Pay Ranges: 07/08/23, Rev: 03/15/24 correction to supervisory substitution 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.