NEW MEXICO JUDICIAL BRANCH

ATTORNEY - MANAGING ATTORNEY
(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: 1036JB
BENEFITS: Competitive benefits package offered

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

The Managing Attorney is responsible for ensuring a Chief Judge or a Presiding Judge, of a court division, receives operational and administrative support in their respective judicial division, performing and/or overseeing legal research and analysis, providing bill analysis and legislative support, providing strategic planning for judicial operations and may include managing divisional attorneys, and support staff. This position reports to a Court Executive Officer 3, the Chief Judge, and/or a Presiding Judge in a court of approximately 300 employees.

EXAMPLES OF JOB DUTIES

- **The Managing Attorney** is responsible for overseeing the operations and administration of a division or divisions within a large judicial entity.
- Oversees information provided to Presiding Judges on behalf of a judicial division including the Chief Judge, justice partners and other branches of government.
- Oversees guidance given to a Presiding Judge with substantive procedural and legal advice regarding divisional matters and judicial operations; provides legal analysis; and prepares reports and/or memoranda.
- Oversees research, and conducts research on proposed legislation, provides testimony and participates in developing strategies for passage of legislation.
- May meet with legislators, analysts or governmental officials and serves as a subject matter expert on constitutional amendments, statutory laws and court processes.
- Works on committees, commissions, task forces and boards to advance the court's mission; monitors developments and communicates potential issues to the Chief Judge and Presiding Judge.
- Works collaboratively with judges, court personnel, court administration, the Administrative Office of the Courts, the Supreme Court, local, state and national organizations, news, media, and the public.
- Plans, organizes and coordinates with the Presiding Judges on the non-adjudicatory responsibilities related to managing a judicial division and developing and implementing administrative policies, and communicates needs and initiatives in support of the judicial division to supervising attorneys.

- Analyzes statistical data; acquires data from primary and secondary sources to identify, analyze and interpret trends or patterns in complex data sets; and provides technical guidance to ensure quality and accuracy of data.
- Oversees proposed orders addressing petitions for extraordinary writs and motions in civil and criminal matters.
- Evaluates court processes and formulates recommends and implements strategic, legal practices and procedures to ensure uniform compliance with statutory and constitutional provisions, case law and Supreme Court Rules; oversees the development of written guidelines and procedural manuals; and the drafting of legal forms.
- Develops, coordinates and implements crisis responses and changes to operations.
- Oversees the management of a divisional master calendar.
- Oversees the drafting of memoranda of law, findings, and orders.
- Analyzes briefs, records and legal authorities cited and serves as a reference to others to provide judicial insight.
- Trains, supervises, mentors and evaluates four (4) or more attorneys, paraprofessionals or support staff.
- Reviews work, supervises and recommend appropriate courses of action and disposition.
- May develop employee performance plans and evaluations, discipline and approval of time.
- Plans, organizes and develops work and training programs.
- Prepares and makes oral presentations, training or continuing education at national, state and local conferences.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate advanced knowledge of the organization and functions of the judicial branch of government, the 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, Supreme Court Rules, the Code of Judicial Conduct, and rules of Professional Conduct; legal research; writing; legal and data analysis; effective communication skills; supervisory techniques, mediating and managing conflict; employment law. Must be able to adopt to constantly changing needs and demands; and able 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: Eight (8) years of experience in the practice of applicable law, and which four (4) years must have been as a supervisor.

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

START YOUR CAREER

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

History of Job Description: Dev: 04/25/22; Audit: 12/31/22, Rev Pay Range: 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 includinga supplemental application must be submitted to apply. Applications may be found online at nmcourts.gov.