

# NEW MEXICO JUDICIAL BRANCH

## ATTORNEY – SENIOR ~ AOC Children's Court (At-Will)

**TARGET SALARY:** \$75,893-\$151,786 annually, or \$36.487-\$72.974 hourly depending upon experience (pay range MM)  
**LOCATION:** Varies, statewide locations  
**FLSA STATUS:** Exempt  
**JOB CODE:** 1053JB  
**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 AOC General Counsel this position is dedicated to managing the Court Appointed Attorney Program serving parties in abuse and neglect cases, and to improving child welfare court systems.

### **EXAMPLES OF JOB DUTIES**

- **The Attorney – Senior for the AOC Children's Court** is responsible for managing the Court Appointed Attorney Program serving parties in abuse and neglect cases, and to improving child welfare court systems.
- Manage, develop, and implement child welfare reforms and/or juvenile justice reform.
- Manage the federal grant and its strategic priorities as they align with the Children's Court Improvement Commission.
- Review cases, perform legal research, and identify, analyze and assess the impact of applicable law.
- May train, supervise, mentor, and evaluate the performance of legal staff.
- Draft recommendations and propose disposition for assigned cases.
- Manage court appointed attorneys in abuse and neglect cases.
- Helps to manage the Court Appointed Attorney Fund.
- Assists the Court to resolve pending appeals by reviewing motions, docketing statements, and briefs.
- Develop strategies for improving Children's Court resources, policies, and procedures
- Drafts memoranda of law, proposed opinions, and orders for administrative appeals of record and de novo appeals.
- Analyzes briefs, records, and legal authorities cited.
- Evaluates court processes specifically related to Children's Court proceedings, and formulate, recommend and implement policies and procedures to ensure uniform compliance with statutory and constitutional provisions, case law and Supreme Court Rules.
- Assists management on personnel issues and ensures compliance with applicable employment laws, rules, regulations, court and AOC policies and procedures.
- Assists with Requests for Proposals (RFP's) and Invitations to Bid (ITB's).

- Prepares and makes oral presentations, training or continuing education at national, state and local conferences.
- Researches proposed legislation, provide testimony and participate in developing strategies for passage of legislation.
- Oversees and assesses the appropriateness of mediation or a dispute resolution process for a case and conducts mediation or a dispute resolution process subject to the applicable standards of confidentiality.
- Facilitates settlements until an agreement is reached or until settlement does not appear to be possible.
- Communicates, supports, and develops working relationships with associated parties.
- Prepares curriculum or workshop materials for training and educational programs.
- Ensures compliance with statutory deadlines and budgetary limitations.
- May serve on statewide or local committees.
- 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. Knowledge of Children's Court procedures, Children, Youth, and Families Department services and functions; 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:** Five (5) years of experience in the practice of applicable law.

**Experience Substitution:** None.

**OR**

**Experience:** If assigned the supervision of one (1) legal staff employee, five (5) years of experience in the practice of applicable law, of which one (1) year 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 equals six (6) months. Leadworker assigned duties may include the development of employee performance plans and appraisals, discipline and approval of time for assigned staff. An additional two (2) 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, 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 time off, up to eight (8) weeks
- Paid time off and retirement buyback
- 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 (Senior Staff Attorney), Rev: 06/06/08 (Attorney – Senior), 10/04/13, 02/18/20, Create of AOC Children’s Court Attorney Senior – 12/19/2020, Benefits updated: 02/26/21, Audit: 12/31/22, Rev. Pay Ranges: 07/08/23, Rev: added AOC to the Job Title and changed to (At-Will)

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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](http://nmcourts.gov).