NEW MEXICO JUDICIAL BRANCH

APPELLATE LAW CLERK 3
(At-Will)

TARGET SALARY: $76,005-$152,001 annually, or $36.541-$73.082 hourly depending upon experience (pay range LL)
LOCATION: Varies, statewide locations
FLSA STATUS: * Not Covered
JOB CODE: 1073JB
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.

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.

GENERAL STATEMENT OF DUTIES

Acting under general direction, work as personal staff to a Supreme Court Justice or Court of Appeals Judge on assigned cases, perform legal research, analysis, writing and editing.

EXAMPLES OF JOB DUTIES

- **The Appellate Law Clerk 3 (U)** is responsible for reviewing cases, analyzing briefs, records and legal authorities cited.
- Prepares legal drafts by assembling and organizing information for legal forms and documents.
- Processes complaints, declarations, discovery requests, responses, and other pleadings.
- Provides support or direction for Law Clerks.
- Evaluates the merits of legal arguments by researching laws, statutes, constitutions, regulations, court opinions, and precedents.
- Analyzes and assesses the impact of applicable law.
- Assists in preparing for oral arguments, and "briefs-only" conferences.
- Assembles case materials by collecting, organizing, and summarizing information, documents, reports, and evidence.
- Maintains calendar by entering and updating requirements, court dates, and meetings.
- Performs legal research and analysis.

- Prepares and oversees bench memos for cases.
- Recommends appropriate court calendaring.
- Assists with and delegates in-court functions and processes.
- Reviews and analyzes records and transcripts.
- Performs substantive technical editing of legal documents.
- Drafts opinions, calendar notices, orders, memoranda and decisions for review and final approval.
- Discusses confidential and sensitive issues with justices or judges.
- Participates in special projects, presentations and training.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate their knowledge of United States and New Mexico constitutions, federal law, New Mexico case law, statutes, rules, policies and procedures; legal terminology, Code of Judicial Conduct; Rules of Professional Conduct; court jurisdiction and operations; manual and computerized legal research; principles of legal analysis and writing; filing systems New Mexico case law and statutes and court jurisdiction.

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: Four (4) years of experience in the practice of law, or as a postgraduate appellate law clerk or combination of both totaling 4 years.

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, and 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: 03/08/23, Rev. Quals: 5/23/23, 7/3/23. Rev. Pay Ranges: 7/8/23, 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.