NEW MEXICO JUDICIAL BRANCH

JUDICIAL STANDARDS COMMISSION
DEPUTY DIRECTOR
(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
BENEFITS: Competitive benefits package offered

NEW MEXICO JUDICIAL STANDARDS COMMISSION

The New Mexico Judicial Standards Commission is an independent state agency within the judicial branch of the state government. The Commission is charged with investigating allegations of misconduct and disability against New Mexico state, county, and municipal judges within Article VI of the New Mexico Constitution.

GENERAL STATEMENT OF DUTIES

Acting under general direction assists the Judicial Standards Commission (JSC) Executive Director with all aspects of agency administration, management, and staff supervision.

EXAMPLES OF JOB DUTIES

- **The JSC Deputy Director** is responsible for reviewing, investigating, and prosecuting complaints, and conducts trials against judges.
- Evaluates, analyzes, and makes recommendations of matters before the Judicial Standards Commission involving the removal, retirement, or discipline of New Mexico judges.
- Screens, reviews, and investigates complaints.
- Presents oral and written argument before the New Mexico Supreme Court, Commission, and other tribunals.
- Oversees budget application and management, facilities management, security, and procurement.
- Analyzes and prepares statistics and reporting on agency performance and substantive case information, including writing, editing, and production of annual report.
- Recommends and updates procedural rules, manuals, complaint forms, and informational policies.
- Develops and maintains internal legal resources, comprehensive research materials, and substantive records.
- Presents written and oral presentations, training, or continuing education at local, state, or national conferences, seminars, or meetings.
- Provides information to members of the State Bar.
- Analyzes, prepares, submits, and lobbies legislative bill analyses or rules affecting the Judicial Standards Commission as well as fiscal impact requests.
- Assists Executive Director in responding to information requests from the judiciary, legislature, state bar, public, media, and other entities.
- Conducts legal research and writes comprehensive case reports and recommendations.
- Conducts complaint analysis, investigation, evidence gathering, case building, prosecution, trial presentation, and oral and written advocacy.

- Conducts timely and effective discovery and motions and conducts trials.
- 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; Code of Judicial Conduct; Rules of Professional Conduct; court jurisdiction and operations; manual and computerized legal research; principles of legal analysis and writing, legal proofreading and editing.

MINIMUM QUALIFICATIONS

Education: Must be a graduate of a law school accredited by the American Bar Association.

Education Substitution: None.

Experience: A minimum of five (5) years' of experience in the practice of law is required, of which three (3) years' must have been in a staff supervisory role.

Experience Substitution: None.

Certification/Licensure: Must possess and maintain a license to practice law in the State of New Mexico; be in good standing in New Mexico and all other states where law licensure held; and have no material professional disciplinary actions or history.

Other: Fluency in Spanish is a desirable asset.

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, 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: 04/21/18, Rev: 02/18/20, Benefits updated: 2/26/21, Rev Pay Range: 07/08/23, 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 505/827-4810. Applications and resumes including a supplemental application must be submitted to apply. Applications may be found online at nmcourts.gov.