NEW MEXICO JUDICIAL BRANCH

JUDICIAL STANDARDS COMMISSION LAW CLERK

(At-Will)

TARGET SALARY: $59,109-$118,221 annually, or $28.418-$56.837 hourly depending upon experience (pay range JJ)
LOCATION: Varies, statewide locations
FLSA STATUS: Not Covered
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 supervision, works with attorneys on assigned projects and cases, performs legal research, analysis, writing and editing.

EXAMPLES OF JOB DUTIES

- **The Judicial Standards Commission Law Clerk** is responsible for reviewing cases, analyzing briefs, records and legal authorities cited.
- Assists in preparing for meetings, hearings, trial, and oral arguments.
- Prepares memos for cases before the Commission.
- Performs substantive and technical editing of legal documents.
- Discuss confidential and sensitive cases with Commission staff.
- Assists in the Commission meetings and hearings.
- Participates in special projects, presentations and trainings.
- Assists with the investigation and prosecution of matters before the Commission involving the removal, retirement, or discipline of New Mexico judges and presentation of oral and written arguments before the New Mexico Supreme Court.
- Assists with analysis of complaints/cases, investigation, evidence gathering, case building, administrative prosecution, trial presentation, and oral and written advocacy in administrative trial and highest appellate settings.
- Assists in writing comprehensive case reports and recommendations.
- Drafts and prepares pleadings and briefs for the Supreme Court.
- Conducts timely and effective discovery and motions.
- Presents effective oral and written arguments.
- Assists in preparing written summaries, reports, statistics and internal research materials.
- 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: Bachelor's degree from an accredited college or university. Must be currently enrolled or recently graduated from a law school meeting the standards of accreditation of the American Bar Association.

Education Substitution: None.

Experience: One (1) semester of experience performing legal research, analysis, writing and editing while employed or as a student.

Experience Substitution: One (1) year of experience as legal assistant, paralegal, or similar work in a related legal field.

Other: Fluency in Spanish would be 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: 06/26/15, Rev: 02/18/20, Benefits updated: 2/26/21, Rev Pay Range: 07/08/23, 07/06/24, 07/05/25, Rev correction to FLSA: 03/31/26; Rev Pay Range: 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.