TARGET SALARY: $51,965-$103,929 annually, or $24.983-$49.966 hourly depending upon experience (pay range II)
LOCATION: Varies, statewide locations
FLSA STATUS: Non-Exempt
BENEFITS: Competitive benefits package offered

NEW MEXICO JUDICIAL STANDARDS COMMISSION

The mission of the New Mexico Judicial Standards Commission is to protect the public from willful misconduct of judges, from persistent failure or inability of judges to perform the duties of office, from habitual in-temperance of judges or disability of judges which is, or is likely to be, permanent and seriously interferes with a judge's performance of the duties of office; to preserve the integrity of the judicial process; to maintain public confidence in the judiciary; and, to create a greater awareness among the judiciary and the public of proper judicial behavior; and provide for the expeditious and fair disposition of complaints alleging grounds for discipline, removal, or retirement of a judge.

GENERAL STATEMENT OF DUTIES

Acting under general supervision of the Judicial Standards Commission (JSC) Executive Director, or Commission Attorneys; perform highly skilled non-routine legal support work in a legal office, administrative tribunal, or court setting.

EXAMPLES OF JOB DUTIES

- The Judicial Standards Commission Paralegal is responsible for assisting in conducting investigations, identifying legal issues, and drafts appropriate legal forms, procedural information, and referrals according to Commission and court rules and guidelines.
- Interviews witnesses and complainants in person, by telephone, or correspondence.
- Assists and explains to those interviewed the Commission's rules and applicable courts rules and regulations, policies, and procedures.
- Attends hearings, trials, oral arguments, and other proceedings.
- Provides service and information to the public, lawyers, judges, court staff, and others.
- Reviews case histories and keeps research and library materials current.
- Keeps Executive Director and other staff informed regarding proposed rules, statutes, procedures, and law changes.
- Reviews and analyzes complaints and prepares Initial Status Reports for Investigative Trial Counsel and Executive Director.
- Analyzes legal issues for review by Investigative Trial Counsel and Executive Director to be presented to the Commission.
- Accurately and efficiently maintains office files and records and ensures case flow.
- Accurately and efficiently close case files.
- Assists in answering phones and processing incoming and outgoing mail.
- Drafts and prepares, statistical reports, affidavits, pleadings, agendas, manage calendar events and Commission meeting minutes.
- Coordinates with outside agencies and staff to manage cases and case documents.
- Prepares, organizes, and schedules interviews, agendas, hearings, appointments and meetings.

- Prepares and distributes meeting materials to Commissioners and Staff.
- May serve as a Commission Monitor, ensuring the complete and accurate recording of proceedings.
- May transcribe Commission hearings, legal documents, oral arguments, and lower court hearings from tapes and/or handwritten materials.
- Prepares, edits, performs technical analysis, and prepares and proofreads legal pleadings.
- Performs advanced legal research including case law, statues, court rules, law journals, and historical documents and annotates case impacts and or negative subsequent history.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge in authorized and unauthorized practices of law; legal terminology and procedures; court rules, policies, and operations; electronic case and file management systems and software; New Mexico Statutes Annotated (NMSA); forms of opinions and legal writing styles; The Gregg Reference Manual, Lexis-Nexis, Accurint, Westlaw, Westcheck, etc.; Supreme Court Rules and Regulations; New Mexico One Source; New Mexico Judicial Branch Per-sonnel Rules, Code of Judicial Conduct, Judicial Standards Commission Rules and other legal reference materials; differentiating court procedures versus legal advice, sources for fact gathering, data collection, and retrieving information; Applying proper English grammar, vocabulary, punctuation, and spelling; proficient in Word and Excel.

Other: Completion of a post offer background check may be required. Completion of state Defensive Driving Training, valid New Mexico driver's license and auto insurance may be required.

MINIMUM QUALIFICATIONS

A Paralegal shall have several qualification options; however, all shall be in accordance with the State Bar of New Mexico, Rules Governing Paralegal Services, Paralegal qualifications, Rule 20-115NMRA.

A paralegal shall meet one or more of the following educational, training or work experience qualifications:

A. graduation from a paralegal program that is:
(1) approved by the American Bar Association;
(2) an associate degree program;
(3) a post-baccalaureate certificate program in paralegal studies; or
(4) a bachelor's degree program;

B. graduation from a post-secondary legal assistant program which consists of a minimum of sixty (60) semester hours or equivalent, as defined by the American Bar Association guidelines for the Approval of Paralegal Education Programs, of which at least eighteen (18) semester hours' or equivalent are general education courses and eighteen (18) semester hours' or equivalent are legal specialty courses;

C. a bachelor's degree in any field plus 2 (two) years of substantive law-related experience un-der the supervision of a licensed attorney. Successful completion of at least fifteen (15) semester hours of substantive paralegal courses may be substituted for one year of law-related experience;

D. graduation from an accredited law school and not disbarred or suspended from the practice of law by the State of New Mexico or any other jurisdiction;

E. certification by the National Association of Legal Assistants, Incorporated, the National Federation of Paralegal Associations, Incorporated or other equivalent national or state competency examination plus at least one (1) year of substantive law-related experience under the supervision of a licensed attorney; or

F. a high school diploma or equivalent plus seven (7) years of substantive law-related experience under the supervision of a licensed attorney.

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 per-formed 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. Prospectively, the New Mexico Judicial Branch is requiring full COVID-19 vaccination status (including boosters) as a condition of employment to being hired into the judiciary.

** 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: 06/08/13, Rev: 06/27/18, 02/18/20, Benefits updated: 2/26/2021, Rev Pay Range: 07/08/23 Rev Pay Range: 07/06/24, Benefits and Duties Updated: 09/05/2024, Rev Pay Range: 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.