NEW MEXICO JUDICIAL BRANCH

JUDICIAL STANDARDS COMMISSION
SENIOR INVESTIGATIVE TRIAL COUNSEL
(At-Will)

TARGET SALARY: $82,110-$164,220 annually, or $39.476-$78.952 hourly depending upon experience (pay range MM)
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 administrative supervision and direction reviews, investigates, prosecutes complaints, and conducts trials against judges.

EXAMPLES OF JOB DUTIES

- **The JSC Senior Investigative Trial Counsel** is responsible for investigation and prosecution, evaluation, analysis, writing and makes recommendations of matters before Judicial Standards Commission involving the removal, retirement, or discipline of New Mexico judges.
- Gathers evidence for complaints and cases and drafts pleadings, briefs, and comprehensive case reports and recommendations.
- Prepares pleadings and briefs for the Supreme Court and presents oral and written arguments before the Commission and the New Mexico Supreme Court.
- Performs administrative prosecution, trial presentation, and oral and written advocacy in administrative trials and highest appellate settings.
- Conducts timely and effective discovery and motions and conducts trials.
- Provides information to members of the bar and public without giving legal advice.
- Creates written summaries, reports, statistics and internal research materials.
- Makes oral presentations, training, or continuing education at local, state, or national conferences.
- Prepares and submits timely legislative bill analysis and fiscal impact requests.
- Manages office and staff in the absence of the Executive Director.
- 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. 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; 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.

Education Substitution: None.

Experience: A minimum of five (5) years' of experience in the practice of law is required.

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 professional disciplinary actions or history; possess, maintain, and provide proof of valid driver's license, auto insurance, and clean driving record.

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, 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: 04/22/16, Rev: 02/18/20, Benefits updated: 2/26/2021, Rev Pay Range: 07/08/23, 07/06/24, 07/05/25, 07/24/26

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.