

NEW MEXICO JUDICIAL BRANCH

ATTORNEY – ASSOCIATE ~ AOC (Classified or At-Will)

TARGET SALARY: \$70,250-\$140,502 annually, or \$33.774-\$67.549 hourly depending upon experience (pay range LL)
LOCATION: Varies, statewide locations
FLSA STATUS: Exempt
JOB CODE: 1033JB (Classified) 1034JB (At-Will)
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.

GENERAL STATEMENT OF DUTIES

Acting under general direction of the AOC general counsel plan, organize, direct, and manage the statewide program for Alternative Dispute Resolution (ADR), including supervision of the Children's Court Mediation Program (CCMP) and the Magistrate Court Mediation Program (MCMP).

EXAMPLES OF JOB DUTIES

- **The Attorney – Associate** is responsible for reviewing cases, performing legal research, evaluating, analyzing, writing, and making recommendations concerning the work of the Court or Judicial Entity.
- Performs bill analysis as assigned by the AOC general counsel and provides general support during the annual legislative session by attending hearings, meeting with legislators, and tracking bills as assigned.
- Assess the appropriateness of mediation or a dispute resolution process for a case.
- Conducts a mediation or a dispute resolution process subject to applicable standards of confidentiality.
- Leads joint discussions with all parties, and private discussions with each party to identify issues, contentions, and interests to develop a constructive working environment, and to generate discussion of options for resolution.
- Oversees and encourages negotiations extending beyond the initial conferences through subsequent conversations or additional conferences.
- Facilitates settlement until an agreement is reached or until settlement does not appear to be possible.
- Coordinates the work of volunteers, contract personnel, and outside entities.
- Maintains and administers court-mandated program(s), and works with statewide district courts to implement or enhance Alternate Dispute Resolution (ADR) programs.
- Analyzes court administrative operations, policies, and procedures to ensure procedural consistency and compliance with established law and Supreme Court Rule(s).
- Prepares curriculum or workshop materials for training and educational programs.
- Communicates, supports, and develops working relationships with associated parties.
- Revises and implements forms, policies, and procedure manuals.

- Ensures compliance with statutory deadlines and budgetary limitations.
- Monitors program(s) database (data development, collection, entry, and generation of reports).
- Serves on statewide or local committees and provides training at national, state, and local conferences.
- Creates, evaluates, maintains, and analyzes statistics.
- May supervise judicial branch program staff and provide support to judicial commission(s).
- May design or update the program website.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate their knowledge of the United States and New Mexico constitutions, federal law, New Mexico case law, statutes, rules, policies, and procedures. Code of Judicial Conduct and Rules of Professional Conduct. Court jurisdiction and operations. Manual and computerized legal research. Principles of legal analysis and writing, legal proofreading and editing; and court case management system.

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: Three (3) years of experience in the practice of applicable law, or as a law clerk.

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, 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 time off, up to eight (8) weeks
- Paid time off and retirement buyback

- 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: 02/15/21, Benefits updated: 02/26/21, Audit: 12/31/22, Rev. Pay Ranges: 07/08/23

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.