

# NEW MEXICO JUDICIAL BRANCH

## JUDICIAL STANDARDS COMMISSION PARALEGAL (Classified)

**TARGET SALARY:** \$48,031-\$96,063 annually, or \$23.092-\$46.184 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 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 of the Judicial Standards Commission (JSC) Executive Director, Deputy Director or Investigative Trial Counsel; 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 providing 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 Commissions rules and applicable courts rules and regulations, policies, and procedures.
- Performs advanced legal research and prepares legal pleadings.
- Drafts and revises policies, forms, and procedures and ensures they are in compliance with applicable rules, statutes, and law.
- 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.
- Works with IT personnel and provides and recommends resources regarding automation, new computer, and other technological procedures.
- Analyzes legal circumstances and processes cases.
- Manages office files, records, and case flow.
- Drafts and prepares routine hearings, statistical reports, affidavits, and calendar hearings.
- Coordinates with outside agencies and staff to manage cases and case documents.
- Prepares, organizes, and schedules interviews, agendas, hearings, appointments and meetings.
- May serve as a Commission Monitor, ensuring the recording of proceedings.

- May assist with bill analysis.
- 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; case management systems and applicable software; New Mexico Statutes Annotated (NMSA); forms of opinions and legal writing styles; The Gregg Reference Manual, Lexis, Westlaw, Westcheck, etc.; Supreme Court Rules and Regulations; New Mexico One Source; New Mexico Judicial Branch Personnel Rules and other legal reference materials; differentiating court procedures versus legal advice, sources for fact gathering, data collection, and retrieving information.

### **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 20-115. [Approved, effective January 30, 2004.]

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 under 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 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 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: 06/08/13, Rev: 06/27/18, 02/18/20, Benefits updated: 2/26/2021, Rev Pay Range:  
07/08/23

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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](http://nmcourts.gov).