

# NEW MEXICO JUDICIAL BRANCH

## LAW CLERK 1 (At-Will)

**TARGET SALARY:** \$54,633-\$109,269 annually, or \$26.266-\$52.533 hourly depending upon experience (pay range JJ)  
**LOCATION:** Varies, statewide locations  
**FLSA STATUS:** Not Covered  
**JOB CODE:** 1075JB  
**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.

**The Supreme Court** is the highest court of the Judicial Branch of State Government. The Supreme Court's mandatory, exclusive appellate jurisdiction includes:

- Capital appeals, appeals from the Public Regulation Commission, and appeals in election challenges.
- Supervisory control over all other courts.
- Regulating attorneys licensed to practice law in New Mexico, and imposing discipline against attorneys and judges for professional misconduct.
- Responsibility for statewide administrative oversight of the entire Judiciary, including the promulgation of rules of practices and procedure and the appointment and oversight over committees, boards, and commissioners.

**The Court of Appeals** is New Mexico's intermediate appellate court with jurisdiction over the entire State. The Court of Appeals reviews appeals in all cases, except criminal cases involving sentences of death or life imprisonment, appeals from the Public Regulation Commission, and cases involving habeas corpus. The Court of Appeals has two locations, Santa Fe and Albuquerque.

### **NEW MEXICO DISTRICT COURTS**

There are thirteen New Mexico District Courts and one Metropolitan Court covering New Mexico's 33 counties, and exist to:

- Serve the community by providing equal access to justice through the fair, timely, and efficient resolution of all cases.
- Carry out their core constitutional function through a variety of means including jury trials, bench trials, treatment court programs, mediation, and alternative dispute resolution.
- Provide jurisdiction over criminal cases, domestic relations, probate cases, children's court, and all general civil cases.
- Strive for accessibility to all persons and entities whether represented by counsel or pro se while adhering closely to the principles of due process and equal protection of the law.
- Make efficient use of all public resources provided to the court by the citizens and residents of the State of New Mexico and be accountable at all times to the public through its representatives for the use of those resources.

## **GENERAL STATEMENT OF DUTIES**

Acting under general direction, work as personal staff to a Supreme Court Justice, Court of Appeals Judge or District Court Judge on assigned cases, perform legal research, analysis, writing, and editing.

## **EXAMPLES OF JOB DUTIES**

- **The Law Clerk** is responsible for reviewing cases, analyzing briefs, records and legal authorities cited.
- Prepares legal drafts by assembling and organizing information for legal forms and documents.
- Process complaints, declarations, discovery requests, responses, and other pleadings.
- Evaluates the merits of legal arguments by researching laws, statutes, constitutions, regulations, court opinions, and precedents.
- Analyzes and assesses the impact of applicable law.
- Assists in preparing for oral arguments, and “briefs-only” conferences.
- Assembles case materials by collecting, organizing, and summarizing information, documents, reports, and evidence.
- Maintains calendar by entering and updating requirements, court dates, and meetings.
- Performs legal research and analysis.
- Prepares and oversees bench memos for cases.
- Recommends appropriate court calendaring.
- Assists with and delegates in-court functions and processes.
- Reviews and analyzes records and transcripts.
- Performs technical editing of legal documents.
- Drafts opinions, calendar notices, orders, memoranda, and decisions for review and final approval.
- Discusses confidential and sensitive issues with justices or judges.
- Participates in special projects, presentations, and training.
- 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; 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:** Must be a graduate of a law school meeting the standards of accreditation of the American Bar Association.

**Education Substitution:** None.

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

**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, 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: 03/09/98, Rev: 06/06/08, 10/04/13, 02/12/20, 05/01/20, Benefits updated 02/26/21, Audit: 12/31/22, Rvd: 3/10/23 - Title amended to Law Clerk 1, Rev Quals: 7/3/23, 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 505/470-7205. Applications and resumes including a supplemental application must be submitted to apply. Applications may be found online at [nmcourts.gov](http://nmcourts.gov).