# NEW MEXICO JUDICIAL BRANCH

## APPELLATE ATTORNEY - ASSISTANT
(At-Will)

**TARGET SALARY:** $76,005-$152,011 annually, or $36.541-$73.082 hourly depending upon experience (pay range LL)
**LOCATION:** Supreme Court or Court of Appeals
**FLSA STATUS:** Exempt
**JOB CODE:** 1021JB (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 administrative direction of a Justice or Judge, Chief Appellate Court Clerk, or a supervising appellate attorney provides legal advice, performs legal research and analysis, and makes recommendations to the court.

### EXAMPLES OF JOB DUTIES

- **The Appellate Attorney – Assistant (At-Will)** is responsible for providing support to the court on legal matters as they arise in the course of court operations.
- Assists the court with the exercise of its rulemaking authority and provides staff support for committees, boards, and commissions.
- Drafts recommendations and proposed dispositions for assigned cases.
- May screen pro se petitions for jurisdiction and procedural prerequisites.
- Assists the court to resolve pending appeals by reviewing motions, docketing statements, and briefs.
- Recommends appropriate courses of action and dispositions.
- Drafts memoranda of law, proposed opinions, and orders for administrative appeals of record and de novo appeals.
- Analyzes briefs, records, and legal authorities cited.
- May create proposed orders addressing petitions for extraordinary writs and motions in civil and criminal matters.
- Evaluates court processes and formulates, recommends and implements policies and procedures to ensure uniform compliance with statutory and constitutional provisions, case law and Supreme Court Rules.
- May Assist management on personnel issues and ensure compliance with applicable employment laws, rules, regulations, court and AOC policies and procedures.
- May assist with Requests for Proposals and Invitations to Bid.
- May prepare and make oral presentations, training, or continuing education at national, state and local conferences.
- May research proposed legislation, provide testimony and participate in developing strategies for passage of legislation.
- May oversee court-mandated programs.

- May prepare curriculum or workshop materials for training and educational programs.
- Ensures compliance with statuary deadlines and budgetary limitations.
- May serve on statewide or local committees.
- Maintains awareness of current developments in the law.
- Responds to correspondence, emails, telephone calls, and in-person information requests from pro se litigants, inmates, attorneys, judges, court staff, government employees, and members of the public.
- Other duties as assigned.

## COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of the 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; supervisory techniques, 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; 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, employeeassistance 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: 02/03/24 Rev Pay Range: 07/06/24, 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 505/470-7205. Applications and resumes including a supplemental application must be submitted to apply. Applications may be found online at nmcourts.gov.