NEW MEXICO JUDICIAL BRANCH

APPELLATE ATTORNEY - SUPERVISOR
(At-Will)

TARGET SALARY: $96,133-$192,265 annually, or $46.218-$92.435 hourly depending upon experience (pay range OO)
LOCATION: Supreme Court or Court of Appeals
FLSA STATUS: Exempt
JOB CODE: 1071JB (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 Attorney - Chief Appellate supervises/manages a legal staff of two or more court employees, provides legal advice, performs legal research and analysis, and makes recommendations to the court.

EXAMPLES OF JOB DUTIES

- **The Appellate Attorney – Supervisor (At-Will)** is responsible for reviewing and/or leading the review on cases, performing legal research and identifying, analyzing, and assessing the impact of applicable law.
- Trains, supervises, mentors, and evaluates a legal staff of two (2) or more to include law clerks, paralegals, paraprofessionals and other support staff.
- Reviews, supervises, and recommends appropriate courses of action and disposition.
- Develops employee performance plans and evaluations, discipline, and approval of time.
- Plans, organizes, and develops work and training programs.
- Leads interview panel for vacant positions and makes recruitment recommendations.
- Assists the Court with the exercise of its constitutional rulemaking authority and provides staff support for their rulemaking committees, boards, and commissions.
- Oversees the drafting of recommendations and proposed dispositions for assigned cases.
- Screens pro se petitions for jurisdiction and procedural prerequisites.
- Responds on behalf of the Court to correspondence, e-mails and telephone calls from pro se litigants, inmates, attorneys, and members of the public.
- Assists the Court to resolve pending appeals by reviewing motions, docketing statements and briefs.
- Supervises the review and disposition of Driving while Intoxicated, Domestic Violence, and Landlord/Tenant cases on appeal from Metropolitan Court and reviews cases on appeal from Motor Vehicle Department license revocation hearings.
- Recommends appropriate courses of action and dispositions.
- Oversees the drafting of memoranda of law, proposed opinions and orders for administrative appeals of record and de novo appeals.

- Analyzes briefs, records, and legal authorities cited and serves as a reference to others to provide judicial insight.
- Creates proposed orders addressing petitions for extraordinary writs and motions in civil and criminal matters.
- Evaluates court processes and formulate, recommend and implement 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 ensures compliance with applicable employment laws, rules, regulations, court and AOC policies and procedures.
- May develop judicial procedures and documentation for conducting stream adjudication and provide legal direction to judges and courts related to stream adjudication cases.
- Prepares and makes oral presentations, training or continuing education at national, state and local conferences.
- Attends trials and hearings, advices and meets with court administration and staff on legal or court matters.
- Researches proposed legislation, provides testimony and participates in developing strategies for passage of legislation.
- May oversee and assess the appropriateness of mediation or a dispute resolution process for a case and conduct mediation or a dispute resolution process subject to the applicable standards of confidentiality.
- May lead joint discussions with all parties, and conduct private discussions with each party, identifies issues, contentions, and interests and develops a constructive working environment that generates discussion of options for resolution.
- May oversee and encourage negotiations extending beyond the initial conference through subsequent conversations or additional conferences.
- May facilitate settlements until an agreement is reached or until settlement does not appear to be possible.
- May oversee court mandated programs, pilot programs, and Court sponsored activities.
- Communicates, supports, and develops working relationships with associated parties.
- Prepares curriculum or workshop materials for training and educational programs.
- Ensures compliance with statuary deadlines and budgetary limitations.
- Creates, evaluates, maintains and analyzes statistics and drafts, in addition to publishing periodic or annual reports.
- Assists in tracking, reviewing, analyzing the judicial entity on proposed litigation.
- May serve on statewide or local committees.
- May review and revises court forms for distribution.
- May ensure information pertaining to court services on the court website is updated and correct.
- May assists with requests for proposals and invitations to bid, and contracts
- 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: Eight (8) years of experience in the practice of applicable law, of which two (2) years must have been as a supervisor.

Supervisory Substitution: Leadworker duties may be considered on a prorated basis for supervisory experience at a rate of one (1) year of performing leadworker duties equals six (6) months of supervisory experience. Assigned leadworker duties include but are not limited to: Train, mentor, and develop employees; direct, plan, schedule, assign, and review the work of others; develop or assist in the development of employee performance plans and appraisals; and address concerns and troubleshoot problems. An additional two (2) years of directly related experience may substitute for the supervisory experience provided the incumbent attends the NMJB Supervisory Mentorship Program Training at their earliest opportunity.

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: 2/03/24 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.