

# NEW MEXICO JUDICIAL BRANCH

## ATTORNEY – GENERAL COUNSEL (Classified)

**TARGET SALARY:** \$75,893-\$151,786 annually, or \$36.487-\$72.974 hourly depending upon experience (pay range MM)  
**LOCATION:** Varies, statewide locations  
**FLSA STATUS:** Exempt  
**JOB CODE:** 1040JB  
**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 provides legal advice and opinions to senior court administration and judges. Serves as a general counsel in the areas of contract law, finance, human resources, civil and criminal law, licensing, procurement and court administration.

### **EXAMPLES OF JOB DUTIES**

- **The Attorney – General Counsel** serves as a member of the court’s senior management team, and supervises and oversees other attorneys and staff, including those attorneys and staff in the Office of General Counsel and the Mediation and Self-Help Division, and is responsible for appearing and testifying before legislative boards, commissions and other legislative bodies.
- Trains, supervises, mentors, and evaluates, and motivates a legal staff of two (2) or more attorneys as well as support staff to include law clerks, paralegals, paraprofessionals and other support staff to include the day-to-day operations of the Office of General Counsel and the Court’s Mediation and Self-Help Division.
- Leads interview panels for vacant positions and makes recruitment recommendations.
- Serves as general counsel in the areas of employment, contract law, finance, civil and criminal law, licensing, procurement and court administration.
- Tracks, reviews, analyzes, and advises Judges and senior court administration on proposed and final legislation. Manages and oversees legislative strategic planning.
- Monitors and analyzes the impacts of proposed changes to laws, rules, and procedures, and disseminates case law that impacts the courts.
- Oversees the drafting of all Fiscal Impact Reports.
- Performs legal research and analysis; represents and advises the court in its operation and management of facilities.
- Attends hearings and responds to requests for information.
- Responds to specific legal questions and provide legal advice and opinions to the Chief Judge, Judges, court executive officers, deputy court executive officers, and management.
- Advises management on personnel issues and ensures compliance with applicable employment laws, personnel and other rules, regulations, Judicial Branch, court, and AOC policies and procedures.

- Negotiates, drafts, reviews, approves, and administers leases, contracts, proposals, professional service agreements, price agreements, memoranda of understanding, letter agreements, software license agreements, joint powers agreements, and intergovernmental agreements for the court; recommends and implements contract negotiation strategies, and provides advice and assistance on oversight of contractor's performance.
- Prepares or assists in preparing, reviewing, and approving Requests for Proposals (RFPs) and Invitations to Bid (ITBs); and assist in overseeing the procurement process and the application of public procurement law.
- Draft proposed opinions, orders, memorandum of law, and decisions for Judges' review and final approval.
- Reviews, supervises, and recommends appropriate courses of action and disposition.
- Evaluates court processes and recommends and implements policies and procedures to ensure uniform compliance with statutory and constitutional provisions, case law and Supreme Court Rules.
- Reviews statutes, rules, and case law; and recommends and implements policy, procedural, and program changes.
- Directs various management programs for the Court including, but not limited to, Pilot Projects, and other Court Improvement Projects.
- Develops and conducts training for the Court, Judges, and staff.
- Represents the Court at judicial, legislative, or other governmental statewide and local committees. May lobby on behalf of Court and statewide judicial initiatives.
- Recommends appropriate courses of action and dispositions.
- Analyzes briefs, records, and legal authorities cited and serve as a reference to others to provide judicial insight.
- Other duties as assigned.

### **COMPETENCIES/QUALIFICATIONS**

The successful applicant should demonstrate comprehensive and advanced knowledge of legislative processes; commercial transactions, leases, contract administration, judiciary and court processes and policies, business and public administration; Procurement law, employment law, legislative, processes, administrative, civil, and criminal law and procedure; and general litigation. The position requires demonstrated comprehensive and advanced knowledge of New Mexico case law, state constitution, and statutes, policies and procedures; Federal constitutional law and statutes; Rules of Criminal and Civil Procedure, Rules of Appellate Procedure, Rules of Evidence, the Code of Judicial Conduct, and Rules of Professional Conduct; Legal principles and ethics; Court jurisdiction, local court rules, court structure and operations; Judicial procedure and format; legal research, the principle of legal analysis and writing; legal proofreading and editing; court case management systems; training concepts; and supervisory techniques, mediating and managing 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 applicable practice of law, of which three (3) years must have been as a supervisor overseeing the work product of other attorneys, paralegals, and staff.

**Experience Substitution:** None.

**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 three (3) 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, 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: 06/06/08, Rev: 10/04/13, 02/11/20, 01/15/21 (added supervisory substitution), Benefits updated: 02/26/21 Audit: 12/31/22, Rev. Pay Ranges 07/08/23, Rev: 03/15/24 correction to supervisory substitution

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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).