

# NEW MEXICO JUDICIAL BRANCH

## ATTORNEY - ASSISTANT (At-Will)

**TARGET SALARY:** \$63,321-\$126,643 annually, or \$30.443-\$60.886 hourly depending upon experience (pay range KK)  
**LOCATION:** Varies, statewide locations  
**FLSA STATUS:** Exempt  
**JOB CODE:** 1020JB (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 the Judge, Court Executive officer, or a supervising attorney provides legal advice, performs legal research and analysis, and makes recommendations to the court or Judicial Entity.

### EXAMPLES OF JOB DUTIES

- **The Attorney - Assistant** is responsible for providing support to court administration and staff 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.
- 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.
- Assists management on personnel issues and ensures compliance with applicable employment laws, rules, regulations, court and AOC policies and procedures.
- May assist with Requests for Proposals and Invitations to Bid.
- Develops judicial procedures and documentation for conducting stream adjudication and provides legal direction to judges and courts related to stream adjudication cases.
- May prepare and make oral presentations, training, or continuing education at national, state and local conferences.

- Attends trials and hearings, and advises and meets with court administration and staff on legal or court matters.
- Researches proposed legislation, provide testimony and participate in developing strategies for passage of legislation.
- Oversees and assesses the appropriateness of mediation or a dispute resolution process for a case and conducts mediation or a dispute resolution process subject to the applicable standards of confidentiality.
- May lead a joint discussion with all parties, conducts private discussions with each party, identify issues, contentions, and interests, and develop a constructive working environment that generates discussion of options for resolution.
- Oversees and encourages negotiations extending beyond the initial conference through subsequent conversations or additional conferences.
- Facilitates settlements until an agreement is reached or until settlement does not appear to be possible.
- May oversee court-mandated programs.
- Prepares curriculum or workshop materials for training and educational programs.
- Ensures compliance with statutory 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:** One (1) year 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, 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 (Assistant Staff Attorney), Rev: 06/06/08 (Attorney –Assistant), 10/04/13, 07/28/18 (addition of Law Library), 02/18/20, Benefits updated: 02/26/21, Audit: 12/31/22, Rev. Pay Ranges: 7/08/23; Rev: Removed “classified” 05/28/24 Rev Pay Range: 07/06/24

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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).