

NEW MEXICO JUDICIAL BRANCH

GENERAL COUNSEL TO CHIEF JUSTICE

(At-Will)

TARGET SALARY: \$101,417-\$202,831 annually, or \$48.758-\$97.515 hourly depending upon experience (pay range PP)

LOCATION: Varies, statewide locations

FLSA STATUS: Exempt

JOB CODE: 1000JB

BENEFITS: Competitive benefits package offered

NEW MEXICO SUPREME COURT

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.

GENERAL STATEMENT OF DUTIES

Supports the Chief Justice of the Supreme Court in the oversight and management of non-judicial administrative responsibilities and the performance of the Chief's statutory duties. Works under the direct supervision of the Chief Justice.

EXAMPLES OF JOB DUTIES

- **The Administrative Counselor to the Chief Justice** manages the internal and external communications, public information, and public appearances of the Chief Justice of the Supreme Court.
- Provides information to/from the Supreme Court, external organizations, executive and legislative branches of government involved in the business administration of the Supreme Court, and the statewide judiciary.
- Serves as a liaison to the Chief Justice to internal and external organizations.
- Provides the Chief Justice and the judiciary with substantive procedural and legal advice regarding day-to-day administrative and policy matters; provides analysis, prepares reports, and drafts memoranda and orders.
- Works with various Supreme Court committees, commissions, task forces, and boards ensuring the Chief Justice's initiatives are implemented and effective.
- Monitors developments in the field of judicial administration and provides research for the Chief Justice's public statements.
- Works collaboratively with judges, court personnel, the Administrative Office of the Courts, state and national organizations, public and private organizations, the news media, and the general public to effectively plan, organize, and implement policy, procedures,

- special projects, events, and initiatives at the direction of the Chief Justice.
- Plans, organizes, and directs projects involving the development of administrative policies, services, and studies for the New Mexico Judicial Branch.
 - Oversees the judiciary's compliance with statutory mandates and other responsibilities toward the effective and efficient management of the New Mexico Courts. Provides guidance to judges, managers, and others in support of the Chief Justice's initiatives.
 - Plans, organizes, and coordinates with the Chief Justice on the non-adjudicatory responsibilities related to managing the courts of New Mexico as assigned under the New Mexico Constitution.
 - Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should have demonstrated experience in researching/analyzing and advising senior level management or Judges and Justices on legal issues and court operations; oversight of multiple ongoing projects, preparing presentations including public remarks and speeches, and presenting and testifying before a legislative or similar body, analyzing and interpreting statutes and proposed legislation. Advanced knowledge and understanding of the organization and functions of the judicial branch of government and the United States and New Mexico constitutions, New Mexico case law, statutes, rules of procedure, Supreme Court Rules, Rules of Appellate Procedure, Code of Judicial Conduct, the Judicial Standards Commission, Rules of Professional Responsibility, legal proofreading and editing, and legal terminology.

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: Six (6) years of experience in the practice of law, of which two (2) years must have been in business, public, or court administration involving organizational planning and development, working with the legislative process, and/or public relations.

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: 03/01/98, Rev: 06/01/08 (Admin Assist to Chief), 10/01/13 (Attorney Admin Assist to Chief), Audit: 06/27/19, Rev: 12/16/19, Benefits updated; 11/10/21 Name Change from Atty-Admin Counselor to Chief Justice); Audit: 12/31/22, Rev Pay Ranges: 07/08/23 Rev Pay Range: 07/06/24

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.