

NEW MEXICO JUDICIAL BRANCH

JUDICIAL STANDARDS COMMISSION INVESTIGATIVE TRIAL COUNSEL (At-Will)

TARGET SALARY: \$76,005-\$152,011 annually, or \$36.541-\$73.082 hourly depending upon experience (pay range LL)

LOCATION: Varies, statewide locations

FLSA STATUS: Exempt

BENEFITS: Competitive benefits package offered

NEW MEXICO JUDICIAL STANDARDS COMMISSION

The mission of the New Mexico Judicial Standards Commission is to protect the public from willful misconduct of judges, from persistent failure or inability of judges to perform the duties of office, from habitual intemperance of judges or disability of judges which is, or is likely to be, permanent and seriously interferes with a judge's performance of the duties of office; to preserve the integrity of the judicial process; to maintain public confidence in the judiciary; and, to create a greater awareness among the judiciary and the public of proper judicial behavior; and provide for the expeditious and fair disposition of complaints alleging grounds for discipline, removal, or retirement of a judge.

GENERAL STATEMENT OF DUTIES

Acting under general supervision and direction, reviews, investigates complaints, and conduct trials against judges.

EXAMPLES OF JOB DUTIES

- The JSC Investigative Trial Counsel is responsible for investigating, analyzing, evaluating, reporting, prosecuting and making recommendation on matters before the Judicial Standards Commission involving the discipline, removal, or retirement of New Mexico judges;
- Gathers evidence on complaints and cases, drafts pleadings, briefs, prepares comprehensive case status reports for the Executive Director and Commission and makes written and oral recommendations before the Judicial Standards Commission;
- Prepares pleadings, briefs and presents written and oral arguments before the New Mexico Supreme Court;
- Performs administrative prosecution, trial presentation, and written and oral advocacy in administrative trials;
- Conducts discovery, prepares motions and conducts trials before the Judicial Standards Commission;
- Provides non-confidential information to members of the bar and public;
- Manages and maintains JSC internal case disposition summaries and charts;
- Drafts written case summaries for the JSC annual report;
- Makes oral presentations, training, or continuing education at local, state, or national conferences; and
- Performs other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of: United States and New Mexico constitutions; 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; 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, proofreading and editing; court case management systems; mediating and managing conflict; conflict-resolution principles and techniques. The successful applicant should demonstrate the ability to balance practical and legal considerations, develop policies and procedures, comprehend and explain complex issues and problem solve.

MINIMUM QUALIFICATIONS

Education: Must be a graduate of a law school meeting the standards of accreditation of the American Bar Association.

Education Substitution: None.

Experience: A minimum of two (2) years of experience in the practice of law is required.

Experience Substitution: None.

Certification/Licensure: Must possess and maintain a license to practice law in the State of New Mexico; be in good standing in New Mexico and all other states where law licensure held; have no professional disciplinary actions or history; possess, maintain, and provide proof of valid driver's license, auto insurance, and clean driving record.

Other: Fluency in Spanish is a desirable asset.

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 and respectfully 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 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: 06/01/19, Rev: 02/18/20, Benefits updated: 2/26/21; Rev Pay Range: 07/08/23, 07/06/24, Benefits and Duties Updated: 09/05/2024, Rev Pay Range: 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 505/827-4810. Applications and resumes including a supplemental application must be submitted to apply. Applications may be found online at nmcourts.gov.