NEW MEXICO JUDICIAL BRANCH

DEPUTY CHIEF APPELLATE COURT CLERK 2 (At-Will)

TARGET SALARY: $105,502-$211,006 annually, or $50.722-$101.445 hourly depending upon experience (pay range PP)
LOCATION: Varies, statewide locations
FLSA STATUS: Exempt
JOB CODE: 8027JB
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

Acting under general direction of the Supreme Court and Chief Appellate Court Clerk, is responsible for assisting the Chief Appellate Court Clerk with overseeing the management and the non-judicial operations of the Supreme Court and allocating resources in a manner that maximizes efficiency in court operations and enhances service to the public. As designated by the Chief Appellate Court Clerk, assists in fulfilling statutory requirements as the Deputy Clerk of the Court. Ensures the processing of cases through the court and makes rulings on procedural motions under delegated authority. Supervision is received from the Supreme Court and/or Chief Appellate Court Clerk.

EXAMPLES OF JOB DUTIES

- **The Deputy Chief Appellate Court Clerk 2** is secondarily responsible for the general operational and administrative direction to and supervision of Supreme Court employees.
- Assists with providing administrative recommendations to judges and justices for court-related programs and initiatives; apprises the Chief Justice on administrative matters, as needed and at the direction of the Chief Appellate Court Clerk.
- Assists with oversight of the court's administration including finance, facilities, security, human resources, and information systems, and the non-judicial operations of the court, including probation, case management, and specialty courts.
- Makes recommendations to the Chief Appellate Court Clerk and the executive management team regarding the court's budget priorities and develops long and short-term

strategic financial goals, as necessary and directed. Performs legal research and analysis, and makes recommendations to justices and judges regarding dispositional and interlocutory decisions; rules on procedural motions with granted authority; and prepares and issues legally sufficient orders.

- Assists with providing notification of the court's ruling on pleadings; evaluates cases for jurisdiction and timeliness; advises attorneys and pro se litigants on forms and procedures; and closes all cases by preparing legally sufficient mandates.
- Assists with managing the Supreme Court's superintending control docket, which includes the official roll of attorneys; attorney discipline docket; judicial discipline docket; trial court rule extensions; processing amendments to rules of procedure for all courts and adoption of new rules; Code of Professional Conduct for attorneys, the Code of Judicial Conduct for judges, and rules for the Board of Legal Specialization, Board of Bar Examiners, and the Minimum Continuing Legal Education Board.
- Serves, secondarily, as a repository for a variety of court-mandated reports and oaths.
- Assists with fiscal-related oversight of the Court and daily operations of the Supreme Court, as needed.
- Assists with planning current and future court facility and space needs; may work with architects, contractors, subcontractors, and vendors in the modification, maintenance, or upgrade of existing facilities.
- Assists with researching, developing, coordinating, and tracking legislative initiatives; researches and drafts proposed legislation as directed; provides testimony and develops strategies for passage of legislation; tracks multiple bills and performs bill analysis for effect and impact on the court; analyzes court/program needs and addresses requests from the legislature and other interested parties.
- Assists with acquiring resources from state, county, city, or private organizations; consults and collaborates with managers, employees, other state agencies, state legislators, the public, press, attorneys, and private vendors, as needed and directed; prepares comprehensive status and statistical reports, rules, and procedures manuals; and addresses citizen complaints, as needed and directed.
- Assists with hiring, managing, organizing, and coordinating the work of professional staff. Assists subordinates in establishing and meeting goals, delineates available resources, coaches, and motivates staff concerning the development of projects, deadlines, and priorities. Assists the Chief Clerk with the development and establishment of procedures for the successful operation of the court's administrative systems.
- Assists with preparing and reviewing statistical reports on court performance measures. Identifies performance hindrances and opportunities for increased performance. Implements new procedures and policies where appropriate.
- May serve as the court's representative on the statewide performance measures committee.
- May represent the Judiciary at legislative or other governmental statewide committees. May appear and testify before commissions and legislative bodies, or lobby on behalf of statewide judicial initiatives and attend legislative hearings.
- Other duties as assigned or delegated by the Chief Appellate Court Clerk and/or the Supreme Court.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate a high degree of experience in budget development, management of multiple and diverse court programs and staff, policy development, delivering

presentations to diverse audiences including testifying before a legislative or similar body, and comprehensive and advanced knowledge and understanding of the organization and functions of the judicial branch of government, of 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; lead and direct change that benefits the operations of the court, and provide exemplary leadership through integrity, honesty, respect, and effective team building skills.

MINIMUM QUALIFICATIONS

Education: Must be a graduate of a law school meeting the standards of accreditation of the American Bar Association; possess a license to practice law in the State of New Mexico.

Education Substitution: None.

Management Experience: Six (6) years of experience in court management or a criminal justice system including multiples disciplines such as budget, finance, procurement, human resources, contracts administration, or a directly related field, and three (3) years of experience supervising and managing a diverse staff; and **Legal Experience:** Six (6) years of experience practicing law either as an attorney or law clerk, of which at least three (3) years involved appellate practice

Experience Substitution: Relevant graduate-level education may substitute for up to two (2) years of experience at a rate of 30 semester hours equals one (1) year of experience. Education may not substitute for supervisory experience or legal experience.

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 ofall 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: 05/10/2025 (Supreme Court use only), Pay Rate Rev: 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.