Albuquerque City Council Services Department
Associate Counsel

Are you passionate about shaping legislation, guiding policy decisions, and serving your city with your legal expertise? The Albuquerque City Council Services Department is seeking a dedicated Associate Counsel to provide in-house legal advisement, policy analysis, and legislative drafting.

As Associate Counsel, you'll work closely with City Councilors, department staff, and the legal team to ensure the legislative and policy initiatives before the City Council are legally sound and clearly drafted. In this high-impact role, your core responsibilities will include:

- Reviewing legislative proposals for legal sufficiency
- Advising Council members and staff during hearings and meetings
- Drafting ordinances, resolutions, and other legislative documents
- Conducting legal analysis on land use and administrative appeals
- Ensuring compliance with the Open Meetings Act
- Collaborating with departments, agencies, and community organizations
- Providing legal interpretation across diverse areas of municipal law
- Attending evening Council and Committee meetings multiple times per month

Minimum Qualifications:

- Juris Doctor (JD) degree from an accredited institution
- Active membership in good standing with the State Bar of New Mexico
- Valid NM driver's license (or ability to obtain within 60 days)

Preferred Knowledge and Experience:

- Legislative drafting
- Legal research and municipal policy development
- Clear and persuasive communication in both written and spoken forms
- Independent work ethic with collaborative skills to engage multiple stakeholders

For more information and to apply, visit:
https://www.governmentjobs.com/careers/cabq/jobs/5278787/associate-counsel-un

Application Deadline: May 5, 2026