NEW MEXICO JUDICIAL BRANCH

ATTORNEY - SENIOR
(Classified or At-Will)

TARGET SALARY: $64,470-$104,763 annually, or $30.995-$50.367 hourly depending upon experience (pay range MM)
LOCATION: Varies, statewide locations
FLSA STATUS: Exempt
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 – Senior Access to Justice Commission Director** manages and oversees the Access to Justice Program.
- Develop Commission priorities in coordination with the Commissioners and co-chairs and implements Commission initiatives.
- Provide training and technical assistance to courts around the state on issues related to access to justice and self-represented litigants.
- Coordinate Commission meetings, prepare meeting notices, agenda and minutes, and Commission reports to the Supreme Court.
- Maintain up-to-date knowledge on program/project and national best practices.
- Work directly and effectively with stakeholders, including courts, civil legal service providers, and other community partners to ensure Commission goals are met.
- Serve as primary contact for the Commission
- May train, supervise, mentor, and evaluate performance.
- Assist with Requests for Proposals (RFP's) and Invitations to Bid (ITB's).
- Research proposed legislation, provide legislative analysis, and when appropriate, participate in developing strategies for passage of legislation.
- Oversee court mandated programs that relate to access to justice and self-represented litigants.
- Prepare curriculum or workshop materials for training and educational programs.
- Ensure compliance with statuary deadlines and budgetary limitations.
- May serve on statewide or local committees.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of 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. Applicants should have experience related to assisting self-represented litigants, access to justice, court operations, and legal research. Principles of legal analysis and writing, legal proofreading and editing; court case management systems; supervisory techniques, mediating and managing conflict. 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: Five (5) years' of experience in the practice of applicable law.

Experience Substitution: None.

OR

Experience: If assigned the supervision of one (1) legal staff employee, five (5) years' of experience in the practice of applicable law, of which one (1) year must have been as a supervisor.

Experience Substitution: None.

Supervisory Substitution: Leadworker duties may be considered on a prorated basis for supervisory experience at a rate of one (1) year equals six (6) months'. Leadworker assigned duties may include the development of employee performance plans and appraisals, discipline and approval of time for assigned staff.

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, and 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, Sick and Personal Leave, up to eight (8) weeks
- Ten (10) paid holidays
- Up to twelve (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, lab work at facility (Stay Well Health Center) in Santa Fe, NM
- Bilingual compensation*
- Training and career development opportunities
- Higher education opportunities and educational leave
- 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 (Senior Staff Attorney), Rev: 06/06/08 (Attorney – Senior), 10/04/13, 02/18/20, 12/01/20, Benefits updated: 2/26/2021

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.