Request for Applications to Replace Retiring Chief Disciplinary Counsel for the Disciplinary Board of the New Mexico Supreme Court

Deadline for Applications: The Disciplinary Board, an agency of the New Mexico Supreme Court, requests submission of a letter of interest, a Curriculum Vitae, and a minimum of five professional references by September 9, 2020, to the Disciplinary Board Search Committee c/o Disciplinary Board Chair Hon. Cynthia A. Fry (Ret.), 2440 Louisiana Blvd. NE, Suite 280, Albuquerque, New Mexico, 87110. The position will remain open until a candidate is selected and hired.

Nature of work: The position of Chief Disciplinary Counsel is a highly responsible litigation and management position. The work includes directing and supervising the day to day operations of the Office of Disciplinary Counsel which is responsible for the attorney disciplinary system in New Mexico, consistent with New Mexico Supreme Court rules and Disciplinary Board policy. Chief Disciplinary Counsel is responsible for the hiring and supervision of attorneys and other staff in the office and for preparing and implementing the budget of the Disciplinary Board. Subject to the oversight and authority of the New Mexico Supreme Court, Chief Disciplinary Counsel generally reports to and works with the Disciplinary Board, and is responsible to the Supreme Court and the Board.

Major Duties and Responsibilities: Directs and supervises the receipt, evaluation, investigation and prosecution of attorney disciplinary complaints and related matters, in accordance with New Mexico Supreme Court rules and other relevant authorities. Chief Disciplinary Counsel is also expected to maintain an appropriate caseload in addition to the administrative responsibilities described hereinafter. Hires, trains (or arranges for training), supervises, evaluates performance and disciplines attorneys and staff working within the Office of Disciplinary Counsel. Supervises the work of all staff attorneys and staff within the Office of Disciplinary Counsel, monitors the caseload of staff attorneys and non-attorney staff members, reviews case progress to ensure high quality work. Holds regular staff meetings to review the progress on specific assignments and timelines. Ensures that records are properly maintained, including pertinent statistical data regarding the investigation and prosecution of disciplinary complaints. Oversees the
development and implementation of policies, procedures, strategic plans, and other initiatives consistent with Disciplinary Board policy, Supreme Court mandate and the public protection mission of the New Mexico disciplinary system. Oversees the formulation and implementation of short-term and long-term goals to improve the efficiency and effectiveness of the disciplinary system. Reports to the Disciplinary Board and assists the Board on issues relating to the disciplinary system and helps to prepare and administer the budget of the Disciplinary Board. Establishes and maintains effective working relationships with colleagues within the New Mexico State Bar, other agencies of the New Mexico Supreme Court, and professional relationships with judges. Is the chief spokesperson for the Office of Disciplinary Counsel and works to educate the public about the disciplinary system as well as encouraging other attorneys within the Office of Disciplinary Counsel to do the same. Assumes other duties as assigned by the Chair of the Disciplinary Board or the New Mexico Supreme Court. (Note, this description of duties and responsibilities is illustrative only and not a comprehensive list of all functions required or performed).

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 both in and out-of-state may be required. The assigned work schedule may include nights, weekends and holidays. The employee must regularly interact positively with co-workers, clients, the public, and judges and justices. This position serves at the pleasure of the New Mexico Supreme Court and the Disciplinary Board and is terminable at will.

Pay Range and Benefits: The pay range for this position is $102,000 to $135,000 per year. Benefits include:

- Medical/Dental/Vision/Rx, Short and Long Term Disability Insurance Programs, employee assistance program (EAP) [http://www.mybenefitsnm.com/]
- Paid life insurance, supplemental and dependent life insurance
- Paid Vacation, Sick and Personal Leave
- Ten (10) paid holidays
- Deferred Compensation Plan 457(b) plan
● Lifetime Defined Benefits Retirement Plan [http://www.nmpera.org/]
● Paid continuing legal education

Qualifications: Active New Mexico law licensure. If the applicant chosen for the position is not currently licensed to practice law in New Mexico, the chosen applicant must successfully obtain an active license to practice law in the State of New Mexico in accordance with Rule 15-102 NMRA, and be admitted to the New Mexico Bar within one year of the date of hire. During the interim, the chosen applicant must immediately obtain a limited license to practice law in New Mexico in accordance with Rule 15-301.1 NMRA, provided, however, that the chosen applicant’s limited license shall not satisfy the active licensure requirement for this position for more than one year from the date of hire. A minimum of ten years of increasingly responsible legal experience, including trial and/or administrative hearings, appellate, governmental and disciplinary experience is preferred. Experience in office management to include program planning, administration, budgeting and human resource management is desired. Extensive knowledge of the rules of professional responsibility and related case law, procedural rules and rules of evidence. Reputation for integrity and no history of disciplinary offenses as an attorney or in any other capacity. Excellent written and verbal communication skills including public speaking skills. Excellent interpersonal, communication and conflict management skills. Ability to set priorities and work with various interest groups or individuals. Proficient in the use of office equipment, including standard computers and computer software. Ability to compile data for reporting purposes. Ability to travel within and outside of New Mexico. Must be willing to submit to a background check which may include, but is not limited to, a criminal background check and a disciplinary background check, and to execute and deliver any and all necessary waivers and releases of information requested by the Board to conduct such checks, including but not limited to waivers and releases for all applications for bar membership, disciplinary history and criminal history.