The New Mexico Supreme Court is accepting applications for a Full-time, At-Will, Supreme Court Attorney - Associate position #00054770-21600 in Santa Fe, New Mexico. GENERAL STATEMENT OF DUTIES: Acting under general direction of the Justice or supervising attorney, provides legal advice, performs legal research and analysis, and makes recommendations to the Supreme Court. Finalist(s) may be subject to criminal background checks.

- The Supreme Court Attorney - Associate is responsible for drafting recommendations and proposed dispositions for assigned cases for review.
- Assists the Supreme Court with the exercise of its constitutional rulemaking authority and provides staff support for the Supreme Court’s rulemaking committees, boards, and commissions.
- Screens pro se petitions for jurisdictional and procedural prerequisites.
- Responds to correspondence, e-mails and telephone calls from pro se litigants, inmates, attorneys, and members of the public.
- Analyzes briefs, records and legal authorities cited.
- Drafts proposed orders addressing petitions for extraordinary writs and motions in civil and criminal matters.
- Meets with and advises court administration and staff on legal matters as they arise in the course of court operations.
- May serve on statewide or local committees and provide training at national, state and local conferences.
- May assist in tracking, reviewing, analyzing and advising the judicial entity on proposed legislation.
- 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 Procedure, Rules of Appellate Procedure, Rules of Evidence, Code of Judicial Conduct, and 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, legal proofreading and editing; court case management systems; supervisory techniques, mediating and managing conflict; employment law; and conflict-resolution principles and techniques. Ability to balance practical and legal considerations, develop procedures, comprehend and explain complex issues and solve problems.

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
- 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*

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: Three (3) years’ of experience in the practice of applicable law, or as a law clerk.

Experience Substitution: None.

TO APPLY: Please submit a New Mexico Judicial Branch Application for Employment, a Resume, cover letter, writing sample, and proof of education to Agnes Szuber-Wozniak:

New Mexico Supreme Court
Attn: Agnes Szuber-Wozniak
237 Don Gaspar, Room 30
Santa Fe, New Mexico 87501
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