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Administrative Office of the Courts

Business Unit: 21500

Attorney Associate or Attorney Assistant #0000058-21500, Full-time, Perm, in Albuquerque or Santa Fe, NM

of Positions: 1

Opening Date: 12-12-2023 - Close Date: --

Target Pay Range/Rate: Associate: \$42.218 hourly \$87,813.44 annually or Assistant: \$36.946 hourly \$76,847.68 annually

The New Mexico Court of Appeals is recruiting for a Full-Time, Attorney Associate or Attorney Assistant position #0000058-21500 in Santa Fe or Albuquerque, New Mexico. The Associate Staff Attorney or Assistant Staff Attorney positions require management of a heavy caseload of appeals covering all areas of law considered by the Court. Extensive legal research and writing is required. The work atmosphere is congenial, yet intellectually demanding. Attorney Associate GENERAL STATEMENT OF DUTIES: Acting under general direction of the Judge, Court Executive Officer, or supervising attorney provides legal advice, performs legal research and analysis, and makes recommendations to the court or Judicial Entity. Attorney Assistant 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. Finalist(s) may be subject to criminal background checks.

EXAMPLES OF JOB DUTIES

- The Attorney - Associate is responsible for drafting recommendations and proposed dispositions for assigned cases, memorandum opinions, judgements, orders, and decisions for review.
- May Screen 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.
- Assists the Court to resolve pending appeals by reviewing motions, docketing statements and briefs.
- Drafts calendar recommendations, notices, orders, and opinions.
- Analyzes briefs, records, and legal authorities cited.
- Assists in providing criminal and civil judges with information and recent opinions to ensure compliance with current law.
- Drafts memoranda of law, proposed opinions and orders for administrative appeals of record and de novo appeals, including addressing complex areas of the law such as water, oil and gas, taxation, employment and zoning.
- Draft proposed orders addressing petitions for extraordinary writs and motions in civil and criminal matters.
- Reviews, analyzes, and edits findings of fact and conclusions of law.
- Evaluates court processes and formulates, recommends, and implements policies and procedures to ensure uniform compliance with statutory and constitutional provisions, case law, and Supreme Court Rules.
- Periodically reviews relevant law and proposes recommendations on court procedures.
- Evaluates proposed rule changes, drafts comments, and attends trials and hearings.
- Meets with and advises court administration and staff on legal matters as they arise in the course of court operations.
- May draft and monitor leases, contracts, proposals, professional services agreements, price agreements, memoranda of understanding, letter agreements, software license agreements, and intergovernmental agreements for the Judicial Entity.
- May assist management on personnel issues and ensure compliance with applicable employment laws, rules, regulations, court and AOC policies and procedures.
- Assists with Requests for Proposals (RFPs) and Invitations to Bid (ITBs).
- Administers or assists with Requests for Proposals (RFPs) and Invitations to Bid (ITBs).

- Participates in developing judicial procedures and prepares and presents educational materials to assist the Bench and Bar.
- Asses the appropriateness of mediation or a dispute resolution process for a case and conducts a mediation or dispute resolution process. 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.
- Encourages negotiations between the parties in a civil legal dispute and facilitates settlements of cases until an agreement is reached or until settlement does not appear to be possible.
- May coordinate and oversee legal clinics for pro se litigants.
- May conduct motion hearings in the capacity of a special master or commissioner and draft recommendations to the judge in civil matters.
- May research disclosure of information issues under the Inspection of Public Records Act (IPRA) and make recommendations.
- May propose recommendations on court procedures relevant to cases sent to a court-ordered settlement facilitation program.
- May engage with community organizations and practitioners in a collaborative effort to implement a fair and standardized approach in the settlement facilitation process.
- Other duties as assigned.

EXAMPLES OF JOB DUTIES

- The Attorney - Assistant is responsible for providing support to court administration and staff on legal matters as they arise in the course of court operations.
- Assists the court with the exercise of its rulemaking authority and provides staff support for committees, boards, and commissions.
- Drafts recommendations and proposed dispositions for assigned cases.
- May screen pro se petitions for jurisdiction and procedural prerequisites.
- Assists the court to resolve pending appeals by reviewing motions, docketing statements, and briefs.
- Recommends appropriate courses of action and dispositions.
- Drafts memoranda of law, proposed opinions, and orders for administrative appeals of record and de novo appeals.
- Analyzes briefs, records, and legal authorities cited.
- Creates proposed orders addressing petitions for extraordinary writs and motions in civil and criminal matters.
- Evaluates court processes and formulate, recommend and implement policies and procedures to ensure uniform compliance with statutory and constitutional provisions, case law and Supreme Court Rules.
- Assists management on personnel issues and ensures compliance with applicable employment laws, rules, regulations, court and AOC policies and procedures.
- May assist with Requests for Proposals and Invitations to Bid.
- Develops judicial procedures and documentation for conducting stream adjudication and provides legal direction to judges and courts related to stream adjudication cases.
- May prepare and make oral presentations, training, or continuing education at national, state and local conferences.
- Attends trials and hearings, and advises and meets with court administration and staff on legal or court matters.
- Researches proposed legislation, provide testimony and participate in developing strategies for passage of legislation.
- Oversees and assesses the appropriateness of mediation or a dispute resolution process for a case and conducts mediation or a dispute resolution process subject to the applicable standards of confidentiality.
- May lead a joint discussion with all parties, conducts private discussions with each party, identify issues, contentions, and interests, and develop a constructive working environment that generates discussion of options for resolution.
- Oversees and encourages negotiations extending beyond the initial conference through subsequent conversations or additional conferences.
- Facilitates settlements until an agreement is reached or until settlement does not appear to be possible.
- May oversee court-mandated programs.
- Prepares curriculum or workshop materials for training and educational programs.
- Ensures compliance with statutory deadlines and budgetary limitations.
- May serve on statewide or local committees.
- Maintains awareness of current developments in the law.
- Responds to correspondence, emails, telephone calls, and in-person information requests from pro se litigants, inmates, attorneys, judges, court staff, government employees, and members of the public.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge 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. Demonstrated ability to lead and direct change that benefits the operations of the court, and provides exemplary leadership.

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 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 time off, up to eight (8) weeks
 - Paid time off and retirement buyback
 - 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*
- *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.
- Attorney Associate Experience: Three (3) years of experience in the practice of applicable law, or as a law clerk.
- Attorney – Assistant Experience: One (1) year of experience in the practice of applicable law or as a law clerk.
- Experience Substitution: None.

TO APPLY: Submit a completed New Mexico Judicial Branch Resume Supplemental Form, along with a letter of interest, resume, law school transcript, and writing sample of 5-7 double-spaced pages to:

Application forms:

[Microsoft Word Format](#)

[Adobe PDF Format](#)

Resume Supplemental Forms:

[Microsoft Word Format](#)

[Adobe PDF Format](#)

Administrative Office of the Courts

Attn: AOC Human Resources Division

202 E. Marcy Street

Santa Fe, New Mexico 87501

Fax: 505-479-2641

Email: jobs@nmcourts.gov

PROOF OF EDUCATION IS REQUIRED.

Applications can be emailed, faxed, or mailed.

EQUAL OPPORTUNITY EMPLOYER