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Administrative Office of the Courts

Business Unit: 21500

Law Clerk 1, Appellate Law Clerk 2 OR Appellate Law Clerk 3 (U) #0027587-21500, Full-Time, in Santa Fe, NM

of Positions: 1

Opening Date: 02-01-2024 - Close Date: --

Target Pay Range/Rate: LC 1-\$37.073 or LC 2-\$41.900, LC 3-\$43.653/hr OR LC 1-\$ 77,111, LC 2-\$ 87,152, LC 3-\$ 90,798/yr

The Court of Appeals is recruiting for a Full-Time, At-will, Law Clerk 1, Appellate Law Clerk 2, OR Appellate Law Clerk 3 (U) #00027587-21500 in Santa Fe, New Mexico. GENERAL STATEMENT OF DUTIES: Acting under general direction, work as personal staff to a Supreme Court Justice, Court of Appeals Judge or District Court Judge on assigned cases, perform legal research, analysis, writing, and editing. Finalist(s) may be subject to criminal background checks.

EXAMPLES OF JOB DUTIES

- The Law Clerk 1 is responsible for reviewing cases, analyzing briefs, records and legal authorities cited.
- Prepares legal drafts by assembling and organizing information for legal forms and documents.
- Process complaints, declarations, discovery requests, responses, and other pleadings.
- Evaluates the merits of legal arguments by researching laws, statutes, constitutions, regulations, court opinions, and precedents.
- Analyzes and assesses the impact of applicable law.
- Assists in preparing for oral arguments, and “briefs-only” conferences.
- Assembles case materials by collecting, organizing, and summarizing information, documents, reports, and evidence.
- Maintains calendar by entering and updating requirements, court dates, and meetings.
- Performs legal research and analysis.
- Prepares and oversees bench memos for cases.
- Recommends appropriate court calendaring.
- Assists with and delegates in-court functions and processes.
- Reviews and analyzes records and transcripts.
- Performs technical editing of legal documents.
- Drafts opinions, calendar notices, orders, memoranda, and decisions for review and final approval.
- Discusses confidential and sensitive issues with justices or judges.
- Participates in special projects, presentations, and training.
- Other duties as assigned.

- The Appellate Law Clerk 2 (U) is responsible for reviewing cases, analyzing briefs, records and legal authorities cited.
- Prepares legal drafts by assembling and organizing information for legal forms and documents.
- Processes complaints, declarations, discovery requests, responses, and other pleadings.
- Provides support or direction for Law Clerks.
- Evaluates the merits of legal arguments by researching laws, statutes, constitutions, regulations, court opinions, and precedents.
- Analyzes and assesses the impact of applicable law.
- Assists in preparing for oral arguments, and “briefs-only” conferences.
- Assembles case materials by collecting, organizing, and summarizing information, documents, reports, and evidence.
- Maintains calendar by entering and updating requirements, court dates, and meetings.
- Performs legal research and analysis.
- Prepares and oversees bench memos for cases.
- Recommends appropriate court calendaring.
- Assists with and delegates in-court functions and processes.
- Reviews and analyzes records and transcripts.
- Performs substantive technical editing of legal documents.
- Drafts opinions, calendar notices, orders, memoranda and decisions for review and final approval.
- Discusses confidential and sensitive issues with justices or judges.
- Participates in special projects, presentations and training.
- Other duties as assigned.

- The Appellate Law Clerk 3 (U) is responsible for reviewing cases, analyzing briefs, records and legal authorities cited.
- Prepares legal drafts by assembling and organizing information for legal forms and documents.
- Processes complaints, declarations, discovery requests, responses, and other pleadings.
- Provides support or direction for Law Clerks.
- Evaluates the merits of legal arguments by researching laws, statutes, constitutions, regulations, court opinions, and precedents.
- Analyzes and assesses the impact of applicable law.
- Assists in preparing for oral arguments, and “briefs-only” conferences.
- Assembles case materials by collecting, organizing, and summarizing information, documents, reports, and evidence.
- Maintains calendar by entering and updating requirements, court dates, and meetings.
- Performs legal research and analysis.
- Prepares and oversees bench memos for cases.
- Recommends appropriate court calendaring.
- Assists with and delegates in-court functions and processes.
- Reviews and analyzes records and transcripts.
- Performs substantive technical editing of legal documents.
- Drafts opinions, calendar notices, orders, memoranda and decisions for review and final approval.
- Discusses confidential and sensitive issues with justices or judges.
- Participates in special projects, presentations and training.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate their knowledge of the United States and New Mexico constitutions, federal law, New Mexico case law, statutes, rules, policies and procedures; legal terminology, Code of Judicial Conduct; Rules of Professional Conduct; court jurisdiction and operations; manual and computerized legal research; principles of legal analysis and writing; filing systems New Mexico case law and statutes and court jurisdiction.

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

- Law Clerk 1:
 - Education: Must be a graduate of a law school meeting the standards of accreditation of the American Bar Association.
 - Education Substitution: None.
 - Experience: One (1) year of experience performing legal research, analysis, writing, and editing while employed or as a student.
 - Experience Substitution: None.
- Law Clerk 2:
 - 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: Two (2) years of experience in the practice of law, or as a postgraduate appellate law clerk or combination of both totaling 2 years.

- Experience Substitution: None.
- Law Clerk 3:
- 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: Four (4) years of experience in the practice of law, or as a postgraduate appellate law clerk or combination of both totaling 4 years.
- Experience Substitution: None.

TO APPLY: Submit a New Mexico Judicial Branch Application for Employment, or a Resume and a Resume Supplemental form, and proof of education 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