



**Administrative Office of the Courts**

**Business Unit: 21800**

**NEW MEXICO JUDICIAL BRANCH RURAL JUSTICE INITIATIVE CLERKSHIP PROGRAM LAW CLERK 1 (U) #10116614-21800 & #10116615-21800, Full-Time, At-Will, in Clovis & Portales, NM**

**# of Positions: 2**

**Opening Date: 01-18-2024 - Close Date: 03-01-2024**

**Target Pay Range/Rate: \$33.654 hourly OR \$70,000 annually**

The Ninth Judicial District Court is recruiting for two (2) full-time, at-will, Law Clerk 1 positions #10116614-21800 & #10116615-21800 for the Rural Justice Initiative Clerkship program in Clovis & Portales, New Mexico. These positions will provide research, writing, and other assistance to district court judges at the district court level. Successful candidates may also assist with other court programs, including assistance to self-represented litigants, and will have numerous opportunities to interact with the local legal community. GENERAL STATEMENT OF DUTIES: Work as personal staff to the chief district judge on assigned cases, perform legal research, analysis, writing, and editing. Finalist(s) may be subject to criminal background check(s).

These clerkship positions are part of the New Mexico Judicial Branch's Rural Justice Initiative, a program designed to inspire new lawyers to foster deep community connections and embrace practicing law in rural communities. Practical on-the-job training, hands-on experience, and opportunities for community engagement await. Law clerks hired under this initiative are at-will positions serving at the pleasure of the chief district court judge. The clerkships are expected to last two years. The salary for these positions is fixed at \$70,000 per year, plus all judicial branch benefits.

**EXAMPLES OF JOB DUTIES**

- The Law Clerk 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.

## 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.

The Supreme Court is the highest court of the Judicial Branch of State Government. The Supreme Court's mandatory, exclusive appellate jurisdiction includes:

- Capital appeals, appeals from the Public Regulation Commission, and appeals in election challenges.
- Supervisory control over all other courts.
- Regulating attorneys licensed to practice law in New Mexico, and imposing discipline against attorneys and judges for professional misconduct.
- Responsibility for statewide administrative oversight of the entire Judiciary, including the promulgation of rules of practices and procedure and the appointment and oversight over committees, boards, and commissioners.

The Court of Appeals is New Mexico's intermediate appellate court with jurisdiction over the entire State. The Court of Appeals reviews appeals in all cases, except criminal cases involving sentences of death or life imprisonment, appeals from the Public Regulation Commission, and cases involving habeas corpus. The Court of Appeals has two locations, Santa Fe and Albuquerque.

## NEW MEXICO DISTRICT COURTS

There are thirteen New Mexico District Courts and one Metropolitan Court covering New Mexico's 33 counties, and exist to:

- Serve the community by providing equal access to justice through the fair, timely, and efficient resolution of all cases.
- Carry out their core constitutional function through a variety of means including jury trials, bench trials, treatment court programs, mediation, and alternative dispute resolution.
- Provide jurisdiction over criminal cases, domestic relations, probate cases, children's court, and all general civil cases.
- Strive for accessibility to all persons and entities whether represented by counsel or pro se while adhering closely to the principles of due process and equal protection of the law.
- Make efficient use of all public resources provided to the court by the citizens and residents of the State of New Mexico and be accountable at all times to the public through its representatives for the use of those resources.

## 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, 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 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.
- 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.

**TO APPLY:** Submit a New Mexico Judicial Branch Application for Employment, or a Resume and a Resume Supplemental form, and proof of education and a writing sample 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](mailto:jobs@nmcourts.gov)

**PROOF OF EDUCATION IS REQUIRED.**

Applications can be emailed, faxed, or mailed. In addition, applicants shall provide a legal writing sample of no more than ten (10) pages. The writing sample may be an excerpt from a larger work. Applicants shall also provide three (3) letters of reference from a legal professional. References may include practicing attorneys, law school faculty, or others familiar with their legal work.

**EQUAL OPPORTUNITY EMPLOYER**