

NEW MEXICO JUDICIAL BRANCH

Attorney - Administrative Assistant to the Chief Justice (At-Will)

This job description is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions performed.

SUMMARY

Under administrative direction of the Chief Justice, assist with non-adjudicatory responsibilities in the management of the New Mexico Courts. Plan, organize and direct multiple projects involving the development of administrative polices, services and studies for the judicial branch. Ensure the judiciary's compliance with statutory mandates. Serve as liaison to internal and external organizations for the Chief Justice.

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: Five (5) years of experience in the practice of law, of which two (2) years must have been in business or public administration involving planning, research and writing, analysis, problem-solving, and public relations.

Experience Substitution: None.

Other: Completion of a post offer background check may be required.

Knowledge: Advanced knowledge of United States and New Mexico constitutions; New Mexico case law, statutes, rules of procedure; Supreme Court Rules, policies and procedures, Rules of Appellate Procedure; Code of Judicial Conduct; the Judicial Standards Commission; Rules of Professional Responsibility; statewide court structure and administration; New Mexico Judicial Branch Personnel Rules; functions of the executive and legislative branches of government; principles of project management, public relations; judicial procedure and format; legal terminology; manual and computer legal research, analysis and writing; proper English usage, grammar and punctuation; speech writing techniques; press releases; legal proofreading and editing; computer software applications; general office practices, filing systems and office equipment.

Skill & Ability: **Advanced skill in** working independently and with guidance; communicating effectively both orally and in writing with diverse parties; assimilating and editing documents: researching, analyzing and advising the Chief Justice on legal issues and court operations; writing speeches and public speaking; applying the principles of public and court administration; managing multiple and diverse projects; reading, understanding, analyzing and interpreting statutes and proposed legislation; setting priorities and quickly assessing a situation, prioritizing and multitasking to achieve objectives deadlines; working in an environment subject to frequently changing priorities, high stress and exposure to conflicting situations; and effectively managing time and resources. **Ability to** listen actively and attentively; identify issues and relay concise information orally and in

writing; establish and maintain cooperative working relationships; use initiative and independent judgement in creative problem solving and project management; maintain confidentiality and use discretion when dealing with sensitive information; comprehend and explain complex issues; provide services courteously and diplomatically; and maintain professional demeanor and composure.

EXAMPLES OF WORK PERFORMED

Engage in written or oral communication with individuals or organizations; serve as liaison and relay information for the Chief Justice; assist with Supreme Court committees, commissions, task forces and boards; provide information to the Supreme Court, external organizations, executive and legislative branches of government involved in the business administration of the Supreme Court and the statewide judiciary; plan, organize and coordinate with the Chief Justice the non-adjudicatory responsibilities related to managing all courts in New Mexico as assigned under the New Mexico Constitution; coordinate the management of internal and external communications, public information, public appearances, crisis management and office administration; and develop good working relationships with judges and court personnel, the Administrative Offices of the Courts, state and national legal organizations, public and private organizations, the news media, and the general public to effectively plan, organize, and implement policy, procedures, special projects, and events which address the vision of the Chief Justice for the efficient and effective administration of justice.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The following functions are representative of the work environment and physical demands an employee may expect to encounter in performing tasks assigned to this job.

Work requires the extensive use of computers and is performed in an office or court setting. The employee is regularly required to sit for long periods of time, talk, hear, read typed and/or handwritten material; perform repetitive hand, arm and finger motions as well as use manual/finger dexterity. May also be required to stand, walk, kneel/stoop, move, lift, pull and carry up to twenty-five pounds; travel (valid driver's license required), work overtime and/or flexible hours, weekends, and holidays; and may be exposed to fluctuating building temperatures, hostile or violent situations and contagious health conditions. The employee is expected to be punctual and to adhere to a work schedule.

Dev: 3/9/98 -Administrative Assistant to the Chief Justice

Rev: 6/6/08 - Attorney - Administrative Assistant to the Chief Justice

Rev: 10/4/13