

NEW MEXICO JUDICIAL BRANCH

Attorney - General Counsel (At-Will or Classified)

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

SUMMARY

Under administrative direction, provide legal advice and opinions to senior court administration and Judges, and contribute to the overall effective operation of the court. Serve as general counsel in the areas of employment, contract law, finance, civil and criminal law, licensing, procurement and court administration. May supervise one (1) or more legal staff employee(s).

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: Six (6) years of experience in the applicable practice of law, of which one (1) year must have been as a supervisor, **if** assigned the supervision of one (1) or more legal staff employee(s).

Experience Substitution: None.

Supervisory Substitution: Leadworker duties may be considered on a prorated basis for supervisory experience at a rate of one (1) year equals six (6) months. Leadworker assigned duties must have included the development of employee performance plans and appraisals, discipline and approval of time for assigned staff.

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

Knowledge: Comprehensive knowledge of legislative processes; commercial transactions; leases, contract administration; business and public administration; procurement, employment, legislative, administrative, civil and criminal law; general litigation; New Mexico case law, state constitution and statutes, policies and procedures; federal constitutional law and statutes; Rules of Criminal and Civil Procedure; Rules of Appellate Procedure; Rules of Evidence; Code of Judicial Conduct; Rules of Professional Conduct; legal principles and ethics; court jurisdiction, local court rules, court structure and operations; judicial procedure and format; manual and computer legal research, analysis and writing; proper English usage, grammar and punctuation; computer applications (i.e., word processing, spreadsheets, databases, e-mail and internet); team building; training concepts and supervisory techniques; proofreading and editing; and general office practices, filing systems and office equipment (i.e., telephone, printer, copier, fax, scanner).

Skill & Ability: **Exceptional skill in** managing multiple and diverse legal issues that affect the court; communicating effectively both orally and in writing with diverse parties and individuals with a high level of

authority; assimilating and editing legal documents; synthesizing information to provide a response; analyzing legal issues and court operations; writing, evaluating and negotiating contracts; applying the principles of public and court administration; effectively managing time and resources while managing multiple and diverse projects; reading, understanding, analyzing and interpreting contract terms, conditions and agreements, statutes and proposed legislation; setting priorities and quickly assessing a situation; multitasking to achieve objectives; working in an environment subject to frequently changing priorities, high stress and exposure to conflicting situations; and researching and retrieving legal information. **Ability to** balance effectively practical and legal considerations; develop procedures manuals; establish and maintain cooperative working relationships; use initiative and independent judgment; maintain confidentiality and use discretion when dealing with sensitive information; comprehend and explain complex issues; provide services courteously and diplomatically; maintain professional demeanor and composure; and solve problems creatively.

EXAMPLES OF WORK PERFORMED

Legislative - Appear and testify before legislative boards, commissions and other legislative bodies; lobby on behalf of court initiatives; attend legislative hearings and meetings and speak on behalf of the court; track, review, analyze and advise Judges and senior court administration on proposed and final legislation; oversee the drafting of all Fiscal Impact Reports; manage and oversee legislative strategic planning and troubleshooting; attend hearings and respond to requests for information; monitor and analyze the impact of proposed changes to laws, rules and procedures; and monitor, analyze and disseminate case law that impacts the court. **Administrative Operations** - Serve as a member of the court's senior management team; review statutes, rules and case law and recommend policy, procedural, and program changes; represent and advise the court in its operation and management of facilities; respond to specific legal questions and provide legal advice and opinions to court executive officers and management; advise management on personnel issues and ensure compliance with applicable employment laws, rules, regulations, Judicial Branch, court, and AOC policies and procedures; review Human Resource policies, procedures and forms; develop and conduct trainings; participate in AOC, court, or judicial branch committees; when necessary refer specialized legal matters to outside counsel and review recommendations; and participate in statewide judicial committees. **Contracts Administration** - Negotiate, draft, review, approve and administer: leases, contracts, proposals, professional service agreements, price agreements, memoranda of understanding, letter agreements, software license agreements, and intergovernmental agreements for the court; recommend and implement contract negotiation strategies; provide oversight of contractor's performance. **Fiscal** - Draft, review, negotiate and approve requests for proposals, contracts, memoranda of understanding, joint powers agreement, leases, letter agreements, software licenses and professional service agreements for the court; prepare or assist in preparing Requests for Proposals (RFPs) and Invitations to Bid (ITBs); and assist in overseeing the procurement process and the application of public procurement law. **Judicial** – Respond to specific legal questions and provide legal advice and opinions to Judges; and draft opinions, orders and decisions for Judges' review and final approval. **Legal Research** - Perform legal research and analysis; respond to specific legal questions and provide legal advice to the court. **Supervision** – **May** train, supervise, mentor, evaluate and motivate a legal staff of one (1) or more; develop employee performance plans and evaluations, discipline and approval of time; lead, mentor, oversee, and train legal staff in judicial procedures, day-to-day legal functions and case and document processing; communicate changes in court processes, rules and systems; track daily attendance; set expectations and performance standards; plan, organize, and develop work and training programs; mentor, coach and provide feedback to staff; and lead interview panels for vacant positions and make recruitment recommendations.

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 repetitious 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: 6/6/08 Attorney - General Counsel
Re: 10/4/13