

The Twelfth Judicial District Court is recruiting for a full-time Attorney – Associate, or Attorney – Senior position, dependent upon qualifications. The Court is comprised of two district and three magistrate courts in Otero and Lincoln Counties. The district is situated in the southern, central region of the State and is home to White Sands National Monument, Holloman Air Force Base, Lincoln National Forest, New Mexico State University – Alamogordo, Eastern New Mexico University – Ruidoso, Ski Apache, Ruidoso Downs, and Inn of the Mountain Gods. The area offers tremendous outdoor activities such as hiking, mountain biking, golfing, fishing, camping, skiing, snowboarding, and zip-lining. In nearby Las Cruces and El Paso, you can find lots of additional shopping, outlet malls, sporting events, shows, museums, and a state-of-the-art Top Golf facility. In working for the courts, you are eligible for a complete benefits package that includes, among other things, medical, dental, and vision insurance, as well as a retirement package that has a maximum pension benefit of 90% of your final average salary. Please see the job description below which includes information on how to apply, or contact Roselyn Flores at (575/812-5082 or [aladref@nmcourts.gov](mailto:aladref@nmcourts.gov)).



## EMPLOYMENT OPPORTUNITY



### TWELFTH JUDICIAL DISTRICT COURT Otero County

**Attorney Associate or Attorney Senior, Full Time (Position # 00054664)**  
# of Positions: 1

**Opening Date:** 12/28/2018 - **Closing Date:** Open until filled

#### Job Pay Range:

Attorney Associate (LL) – \$58,506 – \$91,413  
Attorney Senior (MM) – \$63,206 – \$98,759

#### Target Pay Range

Attorney Associate (LL) \$69,476 – \$73,133  
Attorney Senior (MM) \$75,056 – \$79,007

The Twelfth Judicial District Court in Alamogordo is recruiting for a full-time Attorney Associate or Attorney Senior, dependent upon qualifications (00054664). **Attorney – Associate Summary:** Under general direction, as assigned by a Judge or a supervising attorney, review cases, perform legal research, evaluation, analysis, writing and make recommendations concerning the work of the Court or Judicial Entity. May be assigned leadworker duties under the mentorship of a supervisor or manager. **Attorney – Senior Summary:** Under administrative direction, as assigned by a Judge, CEO or a supervising attorney, provide legal advice; review cases, perform legal research, evaluation, analysis, writing and make recommendations concerning the work of the Court or Judicial Entity. May supervise one (1) legal staff employee

#### 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 – Senior Experience:** Five (5) years of experience in the practice of law, with one (1) as a as a supervisor.

**Experience Substitution:** None.

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

**Knowledge:** Thorough knowledge of United States and New Mexico constitutions, federal law, New Mexico case law, statutes, rules, policies and procedures; Code of Judicial Conduct; Rules of Professional Conduct; court jurisdiction and operations; manual and computerized legal research; principles of legal analysis and writing, legal proofreading and editing, standard English usage and grammar; and computer software applications (e.g., legal research, word processing, databases, court case management system, e-mail and internet). Attorney – Senior position must also have basic knowledge of supervisory techniques, coaching and performance evaluations; hiring, training, discipline and termination; mediating and managing conflict; employment law (i.e., Americans with Disabilities Act, Family Medical Leave Act, Equal Employment Opportunity Act, Fair Labor Standards Act, Workers' Compensation); problem solving and conflict-resolution principles and techniques; and New Mexico Judicial Branch Personnel Rules.

**Skill & Ability:** Skill in communicating effectively both orally and in writing with diverse individuals and groups; interpreting and assimilating information of legal significance; identifying legal issues; performing legal research; proofreading and editing; discerning the content and relative importance of cases, statutes, and other sources of law; applying law to complex and novel scenarios; maintaining confidentiality and using discretion when dealing with sensitive information; maintaining professional demeanor and composure; providing information to members of the bar and public in a courteous manner without giving legal advice; drafting orders, recommendations, and opinions which address all legal, policy and factual issues clearly, efficiently and effectively; organizing and establishing priorities and managing time and resources effectively on multiple projects; working well both independently and collaboratively; using initiative and independent judgment with minimal supervision; receiving and following directions; applying relevant policies and procedures; using computers and computer software applications including word processing, databases, court case management system, e-mail and the internet; displaying teamwork, diligence, resourcefulness and adaptability while working in an environment subject to frequently changing priorities, high stress, and conflicting demands; meeting objective productivity and work-quality requirements; and researching, comprehending, explaining and resolving complex issues constructively. Attorney – Senior position must be able to motivate and mentor others; establish constructive criticism and guidance; and planning and assigning work. Ability to establish and maintain cooperative working relationships; approach problems creatively; determine when to seek assistance and collaborate with other staff; persuade others using tact and diplomacy; learn quickly and retain information; prepare and deliver presentations; maintain accurate files and records; apply coaching and supervisory techniques, personnel management, problem solving and conflict resolution principles and techniques; accept constructive criticism and guidance; learn quickly and retain information; prepare and deliver presentations; maintain accurate files and records; and train, motivate and mentor others; plan and assign work, apply relevant policies and procedures to assigned work; provide meaningful employee feedback and performance evaluations; provide effective coaching and constructive criticism, mediate and manage conflict.

### EXAMPLES OF WORK PERFORMED

**On Records Appeals** - Perform review disposition of Driving While Intoxicated and Domestic Violence cases on appeal from Metropolitan Court and review cases on appeal from Motor Vehicle Department license revocation hearings; draft memorandum opinions, judgements, orders and decisions for supervisor's review; analyze briefs, records and legal authorities cited; assist in providing criminal judges with information and recent opinions to ensure compliance with current law.

**Court/Judicial Agency** - Recommend appropriate courses of action and dispositions; draft 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; review, analyze and edit findings of fact and conclusions of law;

evaluate 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; evaluate proposed rule changes and draft comments; attend trials and hearings; meet with and advise court administration and staff on legal matters as they arise in the course of court operations; respond to correspondence and requests for information from pro se litigants, inmates, attorneys and the public; draft and monitor: leases, contracts, proposals. Professional services agreements, price agreements, memoranda of understanding, letter agreements, software agreements, and intergovernmental agreements for the Judicial Entity; assist management on personnel issues and ensure compliance with applicable employment laws, rules, regulations, court and AOC policies and procedure; assist with Requests for Proposals (RFP's) and Invitations to Bid (ITB's): respond to specific legal questions and provide legal advice to court staff. May assist in tracking, reviewing, analyzing and advising the judicial entity on proposed legislation.

**Water** - Participate in developing judicial procedures and documentation for conducting stream adjudication; analyze briefs, subfile filings, records and legal authorities cited; provide legal assistance to judges and courts related to stream adjudication cases; research proposed legislation, provide testimony and participate in developing strategies for passage of legislation; assist in addressing requests from legislature and other interested parties; prepare information for legislators and other governmental agencies; monitor and analyze the impact of proposed changes to laws, rules and procedures; and prepare and present water law educational seminars.

**Alternative Dispute Resolution** - Assess the appropriateness of mediation or a dispute resolution process for a case; conduct a mediation or a dispute resolution process, subject to the applicable standards of confidentiality; lead joint discussions with all parties, and private discussions with each party, to identify issues, contentions, and interests to develop a constructive working environment, and to generate discussion of options for resolution; identify and facilitate among the parties analysis of procedural and substantive issues; oversee and encourage negotiations extending beyond the initial conference through subsequent conversations or additional conferences; facilitate settlement until an agreement is reached or until settlement does not appear to be possible.

**Program** - Maintain and administer court mandated program(s); analyze court administrative operations, policies and procedures to ensure procedural consistency and compliance with established law and Supreme Court Rule(s); provide timely delivery of service and meet project deadlines; communicate, support and develop working relationships with associated parties; prepare curriculum or workshop materials for training and educational programs; develop, revise and implement forms, policies and procedure's manuals; assist other courts in the development of such programs; develop and prepare budget(s) and budget expenditures; administer grant projects/program(s); ensure compliance with statutory deadlines and budgetary limitations; research, prepare and complete applications to secure grants; and complete required grant funds evaluation reporting and requests; monitor program(s) database (data development, collection, entry and generation of reports); create, evaluate, maintain and analyze statistics; and draft and publish periodic or annual reports.

**Attorney – Associate: Leadworker** may provide direction and assistance to legal staff, as assigned; 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; prepare and administer employee performance evaluations and discipline; participate on interview panels for vacant positions and provide appropriate recruitment support.

**Attorney – Senior:** Train, supervise, mentor, evaluate and motivate a legal staff of one (1); 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.

**May** serve on statewide or local committees; prepare and make oral presentations, training or continuing education at national, state and local conferences.

## **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.

**TO APPLY:** Submit a completed New Mexico Judicial Branch Application for Employment along with proof of education **OR** a Resume along with the Resume Supplemental form and proof of education to:

**By Mail:**

Twelfth Judicial District Court  
Roselyn E. Flores, Human Resources Dept.  
1000 New York Ave., Room 209  
Alamogordo, NM 88310

**By E-Mail:** [aladref@nmcourts.gov](mailto:aladref@nmcourts.gov)

*Note: if submitting by e-mail, applications must be submitted in PDF format*

**By Fax:** (575) 443-6064

**For questions, please call (575) 812-5082.**

Applications and/or Supplemental Resume forms may be downloaded from the Careers section at [www.nmcourts.gov](http://www.nmcourts.gov), or may be obtained at the Twelfth Judicial District Court Clerk's Office located at 1000 New York Avenue, Room 108, Alamogordo, NM 88310. EOE