

# NEW MEXICO JUDICIAL BRANCH

## JUDICIAL STANDARDS COMMISSION

### INVESTIGATIVE TRIAL COUNSEL (At-Will)

**TARGET SALARY:** \$65,048-\$130,096 annually, or \$31.273-\$62.546 hourly depending upon experience (pay range LL)  
**LOCATION:** Albuquerque  
**FLSA STATUS:** Exempt  
**BENEFITS:** Competitive benefits package offered

#### **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.

#### **GENERAL STATEMENT OF DUTIES**

Acting under general supervision and direction, reviews, investigates complaints, and conduct trials against judges.

#### **EXAMPLES OF JOB DUTIES**

- The JSC Investigative Trial Counsel is responsible for investigating, analyzing, evaluating, reporting, prosecuting and making recommendation on matters before the Judicial Standards Commission involving the discipline, removal, or retirement of New Mexico judges;
- Gathers evidence on complaints and cases, drafts pleadings, briefs, prepares comprehensive case status reports and makes written and oral recommendations before the Judicial Standards Commission;
- Prepares pleadings, briefs and presents written and oral arguments before the New Mexico Supreme Court;
- Performs administrative prosecution, trial presentation, and written and oral advocacy in administrative trials;
- Conducts discovery, prepares motions and conducts trials before the Judicial Standards Commission;
- Provides non-confidential information to members of the bar and public;
- Creates written summaries, reports, statistics and internal research materials;
- Makes oral presentations, training, or continuing education at local, state, or national conferences; and
- Performs other duties as assigned.

## **COMPETENCIES/QUALIFICATIONS**

The successful applicant should demonstrate knowledge of: United States and New Mexico constitutions; New Mexico case law, statutes, rules, policies and procedures; Rules of Criminal and Civil procedures; Rules of Appellate Procedure; Rules of Evidence; the Code of Judicial Conduct; Rules of Professional Conduct; Court jurisdiction and operations; legal research; judiciary processes and policies; administrative, civil and criminal law and procedures; principles of legal analysis and writing, proofreading and editing; court case management systems; mediating and managing conflict; conflict-resolution principles and techniques. The successful applicant should demonstrate the ability to balance practical and legal considerations, develop policies and procedures, comprehend and explain complex issues and problem solve.

## **MINIMUM QUALIFICATIONS**

**Education:** Must be a graduate of a law school meeting the standards of accreditation of the American Bar Association.

**Education Substitution:** None.

**Experience:** A minimum of two (5) years of experience in the practice of law is required.

**Experience Substitution:** None.

**Certification/Licensure:** Must possess and maintain a license to practice law in the State of New Mexico; be in good standing in New Mexico and all other states where law licensure held; have no professional disciplinary actions or history; possess, maintain, and provide proof of valid driver's license, auto insurance, and clean driving record.

**Other:** Fluency in Spanish is a desirable asset.

## **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 and respectfully 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 Vacation, Sick and Personal [Leave](#), up to eight (8) weeks
- Ten (10) paid holidays
- Up to twelve (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, lab work at facility ([Stay Well Health Center](#)) in Santa Fe, NM
- Bilingual compensation\*
- Training and career development opportunities
- Higher education [opportunities](#) and educational leave
- May qualify for the Public Service Loan Forgiveness Program ([PSLF](#))
- May receive overtime holiday or shift differential pay\*
- May receive physical fitness leave\*
- What are your benefits worth? Click [here](#) to find out

*\*these benefits vary by job classification or need\**

## **START YOUR CAREER**

Experience the difference, work for the Judiciary! Apply [here](#)!

History of Job Description: Dev: 06/18/13, Rev: 06/27/18, 02/18/20, 10-16-23 Benefits updated: 2/26/2021

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The state of New Mexico is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability. The state provides reasonable accommodations to the known disabilities of individuals in compliance with the Americans with Disability Act. For accommodation information or if you need special accommodations to complete the application process, please contact the JSC HR Representative at 505-222-9353. Applications and resumes including a supplemental application must be submitted to apply. Applications may be found online at [nmcourts.gov](http://nmcourts.gov).