

NEW MEXICO JUDICIAL BRANCH

Attorney - AOC 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 statewide legal advice and opinions to court administration and judges, and contribute to the overall effective operation of the Administrative Office of the Courts (AOC) the Judicial Branch and the Judiciary. Serve as general counsel in the areas of human resources, contract law, finance, civil, and criminal law, licensing, procurement and court administration. Direct supervision of two (2) or more attorneys as well as support staff.

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: Seven (7) years of experience in the applicable practice of law, of which two (2) years must have been as a supervisor.

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 Appellate Procedure; 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 statewide multiple and diverse legal issues that affect the Judicial Branch; 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 judgement; 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

Supervision - Train, supervise, mentor, evaluate and motivate a legal staff of two (2) or more attorneys as well as support staff; 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.

Legislative - Appear and testify before legislative boards, commissions and other legislative bodies; lobby on behalf of statewide judicial initiatives; attend legislative hearings and meetings and speak on behalf of the Judicial Branch; track, review, analyze and advise Justices, Judges and statewide 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 Judicial Branch.

Administrative Operations - Serve as a member of the AOC senior management team; supervise and oversee Attorney Senior and Associate Attorneys that manage and administer the statewide water adjudication program, the court appointed attorney fee fund, the access to justice program, the VAWA funded grant for a state-wide attorney liaison on domestic violence and sexual assault issues and the state wide effort to improve guardianship and conservatorship case oversight; serve as a liaison with the Human Services Department for the Child Support Hearing Officer Program; review statutes, rules and case law and recommend policy, procedural, and program changes; represent and advise the AOC in its operation and management of facilities; advise management on personnel issues and ensure compliance with applicable employment laws, rules, regulations, Judicial Branch and AOC policies and procedure; review Human Resource policies, procedures and forms; develop and conduct training; participate in AOC or other statewide judicial committees; represent the AOC and the judiciary at legislative or other governmental statewide committees; and when necessary refer specialized legal matters to outside counsel and review recommendations.

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 AOC; 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 AOC; 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.

Legal Research - Perform legal research and analysis; respond to specific legal questions and provide legal advice to the AOC, appellate, district, and magistrate courts.

May - Provide requested legal advice to Municipal and Probate Courts statewide.

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: 3/9/98 - AOC General Counsel
Rev: 6/6//08, Rev: 10/4/13**