

NEW MEXICO JUDICIAL BRANCH

Law Clerk (At-Will)

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

SUMMARY

Under general supervision, work with justices or judges on assigned cases, perform legal research, analysis, writing and editing.

QUALIFICATIONS

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

Education Substitution: None.

Experience: One (1) year of experience performing legal research, analysis, writing and editing while employed or as a student.

Experience Substitution: None.

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

Knowledge: General knowledge of substantive and procedural law; manual and computer legal research, analysis and writing; proper English usage, grammar and punctuation; computer applications (e.g., word processing, spreadsheets, databases, e-mail and internet); legal terminology; proofreading and editing; judicial procedure and format; judicial ethics; and general office practices, filing systems and office equipment (e.g., telephone, printer, copier, fax, scanner); New Mexico case law and statutes and court jurisdiction.

Skill & Ability: **Skill in** communicating effectively both orally and in writing with diverse individuals or groups; analyzing problems; researching and retrieving legal information; assimilating and synthesizing information to provide a response; editing legal documents; specialized citation formatting; and legal reasoning. **Ability to** analyze legal issues; prepare and make written and oral presentations; learn quickly and retain information; work well both independently and collaboratively; maintain attention to detail; maintain confidentiality and use discretion when dealing with sensitive information; discern the content and relative importance of cases, statutes, and other legal resources; use initiative and independent judgement; multitask; organize and establish priorities and meet deadlines; receive and follow directions and apply relevant policies and procedures to assigned work; research, comprehend and explain complex issues; provide services courteously and diplomatically; maintain professional demeanor and composure; use a computer and computer software including word processing, databases, spreadsheets and e-mail; display teamwork and resourcefulness; adapt to changing work priorities; maintain accurate files and records; establish and maintain cooperative working relationships; manage time and resources effectively; accept guidance; solve problems creatively; and remain impartial.

EXAMPLES OF WORK PERFORMED

Review cases, analyze briefs, records and legal authorities cited; perform legal research and analysis; assist in preparing for oral arguments, and “briefs-only” conferences; prepare bench memos for cases before the court; perform substantive and technical editing of legal documents; draft opinions, calendar notices, orders, memoranda and decisions for review and final approval; discuss confidential and sensitive issues with judges; regularly interact positively with co-workers, supervisors, managers, judges, justices and the public; work under severe time constraints and meet multiple demands from several people; and other associated duties as assigned. **May** recommend appropriate court calendaring; assist in the courtroom; and participate in special projects, presentations and training.

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 - Law Clerk (At-Will)
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