



**Administrative Office of the Courts**

**Business Unit: 21600**

**Law Clerk #00000066-21600, Full-Time, At-Will, in Santa Fe, NM**

**# of Positions: 1**

**Opening Date: 02-22-2023 - Close Date: --**

**Job Pay Range: JJ (\$24.321 - \$48.642)**

**Target Pay Range/Rate: \$35.92**

The New Mexico Supreme Court is recruiting for a Full-Time, At-will, Law Clerk position, #00000066-21600, for the Supreme Court in Santa Fe, New Mexico. GENERAL STATEMENT OF DUTIES: Acting under general direction, work as personal staff to a Supreme Court Justice on assigned cases, perform legal research, analysis, writing, and editing. Finalist(s) may be subject to criminal background checks.

**EXAMPLES OF JOB DUTIES**

- The Law Clerk is responsible for reviewing cases, analyzing briefs, records and legal authorities cited.
- Prepares legal drafts by assembling and organizing information for legal forms and documents.
- Process complaints, declarations, discovery requests, responses, and other pleadings.
- Evaluates the merits of legal arguments by researching laws, statutes, constitutions, regulations, court opinions, and precedents.
- Analyzes and assesses the impact of applicable law.
- Assists in preparing for oral arguments, and “briefs-only” conferences.
- Assembles case materials by collecting, organizing, and summarizing information, documents, reports, and evidence.
- Maintains calendar by entering and updating requirements, court dates, and meetings.
- Performs legal research and analysis.
- Prepares and oversees bench memos for cases.
- Recommends appropriate court calendaring.
- Assists with and delegates in-court functions and processes.
- Reviews and analyzes records and transcripts.
- Performs technical editing of legal documents.
- Drafts opinions, calendar notices, orders, memoranda, and decisions for review and final approval.
- Discusses confidential and sensitive issues with justices or judges.
- Participates in special projects, presentations, and training.
- Other duties as assigned.

**COMPETENCIES/QUALIFICATIONS**

The successful applicant should demonstrate their knowledge of the United States and New Mexico constitutions, federal law, New Mexico case law, statutes, rules, policies and procedures; legal terminology, Code of Judicial Conduct; Rules of Professional Conduct; court jurisdiction and operations; manual and computerized legal research; principles of legal analysis

and writing; filing systems New Mexico case law and statutes and court jurisdiction.

## 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 with co-workers, clients, the public, and 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, and lab work at the 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\*
- \*These benefits vary by job classification or need\*

## 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.

**TO APPLY:** Submit a New Mexico Judicial Branch Application for Employment, or a Resume and a Resume Supplemental form, and proof of education to:

### **Application forms:**

[Microsoft Word Format](#)

[Adobe PDF Format](#)

### **Resume Supplemental Forms:**

[Microsoft Word Format](#)

[Adobe PDF Format](#)

Administrative Office of the Courts  
Attn: AOC Human Resources Division  
202 East Marcy Street

Santa Fe, New Mexico 87501

Email: [jobs@nmcourts.gov](mailto:jobs@nmcourts.gov)

**PROOF OF EDUCATION IS REQUIRED.**

**Applications may be mailed or emailed.**

**EQUAL OPPORTUNITY EMPLOYER**