

JOB DESCRIPTION

INVESTIGATIVE TRIAL COUNSEL

Qualifications: 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; be in good standing in New Mexico and all other states where law licensure held; and have no professional disciplinary actions or history. A minimum of three (3) years of experience in the practice of law is 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).

Skills and Abilities: Demonstrable record of successful trial experience and oral and written advocacy are required. Must be proficient in case analysis, investigation, evidence gathering, case building, administrative prosecution and trial presentation, and oral and written advocacy in trial and appellate settings. Must also have proficient skill and ability 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; 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 confidential and 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 exposure to conflicting demands; meeting objective productivity and work-quality requirements; and researching, comprehending, explaining and resolving complex issues constructively.

Must also have strong 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; 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.

Other: Must possess, exhibit, and maintain exemplary ethics. Fluency in Spanish would be a desirable asset. Hiring is dependent on successful completion of a background check.

Examples of Work Performed: Investigation and prosecution of matters before the Commission involving the removal, retirement, or discipline of New Mexico judges and presentation oral and written argument before the New Mexico Supreme Court. Analysis of complaints/cases, investigation, evidence gathering, case building, administrative prosecution and trial presentation, and oral and written advocacy in administrative trial and highest appellate settings. Writing comprehensive case reports and recommendations, conducting legal research and writing; drafting pleadings and briefs; conducting timely and effective discovery and motions; conducting trials; preparing pleadings and briefs for the Supreme Court; and presenting effective oral and written arguments. Providing information to members of the bar and public in a courteous manner without giving legal advice. Preparing written summaries and reports, preparing and maintaining statistics and internal research materials, temporarily managing office and staff in the absence of the Executive Director if requested, and other duties as assigned.

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 hand-written 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 25 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 an assigned work schedule.