



**NEW MEXICO JUDICIAL BRANCH  
JUDICIAL STANDARDS COMMISSION  
EXECUTIVE DIRECTOR (AT WILL)**

Position Announcement

The Judicial Standards Commission (JSC) is currently accepting resumes from prospective candidates for the position of Executive Director. The position is exempt (not classified) and reports directly to the Judicial Standards Commission. The salary range for this position is \$120,000 to \$130,000 annually and will be commensurate with experience.

The JSC's Executive Director acts as the chief executive officer of the agency. In that capacity, the Executive Director is responsible for all aspects of agency operations including all investigations, prosecutions, and trials as may be deemed necessary by the Commission; the preparation, management, and administration of agency appropriations, contracts, and funds; the hiring and supervision of agency staff; and the development of policies and procedures for the effective management of the agency and other additional duties as assigned by the Commission. The position also requires supervision of all matters requiring prosecution of formal disciplinary charges as approved by the Commission; the supervision and preparation of all aspects of litigation before the Commission and before the New Mexico Supreme Court in hearings or other matters involving the Commission's recommendation of discipline, retirement, or removal of a judge in accordance with the New Mexico Constitution Article VI Section 32.

Admission to the New Mexico State Bar is required at the time of hire. The position requires strong legal research, writing and communication skills, as well as experience in managing professional staff. A minimum of ten (10) years of experience in the practice of law is required, of which five (5) years must have been in a staff supervisory role. A high level of trustworthiness, discretion, and sound judgement is required for the position. Resume with cover letter, writing sample, and three (3) professional references must be received at the offices of the JSC by **4:00 p.m.**, on **August 31, 2021**. Position start date is set for November 29, 2021. Materials should be sent to the **attention of Joyce Bustos, Chair-Hiring Committee**, at 6200 Uptown Blvd. NE, Suite 320 Albuquerque, NM 87110-4159.