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Administrative Office of the Courts

Business Unit: 21600

Appellate Attorney Assistant (U) #00000008-21600, Full-Time, At-Will, in Santa Fe, NM

# of Positions: 1

Opening Date: 10-29-2026 - **Close Date:** --

Target Pay Range/Rate: $36.541 - $73.082 per hour or $76,005 - $152,011 annually

The New Mexico Supreme Court is recruiting for a full-time, at-will, Appellate Attorney – Assistant (U), #00000008-21600 for the Supreme Court Law Library in Santa Fe, New Mexico. GENERAL STATEMENT OF DUTIES Acting under administrative direction of a Justice or Judge, Chief Appellate Court Clerk, or a supervising appellate attorney provides legal advice, performs legal research and analysis, and makes recommendations to the court. IDEAL CANDIDATE: The ideal candidate for the Law Library Reference Attorney position will be detail-oriented, with strong legal research, analysis, and writing skills, and will bring a service-first orientation to the Supreme Court Law Library. The Reference Attorney provides administrative assistance, customer service, and training; responds to correspondence, emails, telephone calls, and in-person legal information requests from pro se litigants, inmates, attorneys, judges, court staff, government employees, and members of the public; prepares materials and makes presentations for library tours, training, and outreach. The ideal candidate will demonstrate the ability to know when to seek assistance, to give and receive constructive criticism and guidance, to display teamwork, to learn quickly and retain information, to work in a collaborative, courteous, diligent, diplomatic, timely, and organized manner, and to provide prompt and effective service. The Reference Attorney must be thorough and responsive to requests for legal research assistance from judges and court staff throughout New Mexico. Essential characteristics include the ability to maintain confidentiality and discretion, as well as to provide research assistance and legal information to the public without giving legal advice. The ability to respond to multiple demands under short deadlines in a calm, clear, accurate, and professional manner is essential. Experience as a librarian or work in a law library is desirable.

Finalist(s) will be subject to criminal background checks.

EXAMPLES OF JOB DUTIES
● The Appellate Attorney – Assistant (At-Will) is responsible for providing support to the court on legal matters as they arise in the course of court operations.
● Assists the court with the exercise of its rulemaking authority and provides staff support for committees, boards, and commissions.
● Drafts recommendations and proposed dispositions for assigned cases.
● May screen pro se petitions for jurisdiction and procedural prerequisites.

- Assists the court to resolve pending appeals by reviewing motions, docketing statements, and briefs.
- Recommends appropriate courses of action and dispositions.
- Drafts memoranda of law, proposed opinions, and orders for administrative appeals of record and de novo appeals.
- Analyzes briefs, records, and legal authorities cited.
- May create proposed orders addressing petitions for extraordinary writs and motions in civil and criminal matters.
- Evaluates court processes and formulates, recommends and implements policies and procedures to ensure uniform compliance with statutory and constitutional provisions, case law and Supreme Court Rules.
- May Assist management on personnel issues and ensure compliance with applicable employment laws, rules, regulations, court and AOC policies and procedures.
- May assist with Requests for Proposals and Invitations to Bid.
- May prepare and make oral presentations, training, or continuing education at national, state and local conferences.
- May research proposed legislation, provide testimony and participate in developing strategies for passage of legislation.
- May oversee court-mandated programs.
- May prepare curriculum or workshop materials for training and educational programs.
- Ensures compliance with statuary deadlines and budgetary limitations.
- May serve on statewide or local committees.
- Maintains awareness of current developments in the law.
- Responds to correspondence, emails, telephone calls, and in-person information requests from pro se litigants, inmates, attorneys, judges, court staff, government employees, and members of the public.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of the United States and New Mexico constitutions, federal law, New Mexico case law, statutes, rules, policies, and procedures; rules of Criminal and Civil procedures, rules of Appellate Procedure, rules of evidence, the Code of Judicial Conduct, and rules of Professional Conduct. Court jurisdiction and operations; legal research; judiciary processes and policies, administrative, civil, and criminal law and procedures. Principles of legal analysis and writing, legal proofreading and editing; court case management systems; supervisory techniques, mediating and managing conflict. Employment law; and conflict-resolution principles and techniques. Ability to balance practical and legal considerations, develop procedures, comprehend and explain complex issues and solve problems.

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, 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 and sick leave up to eight (8) weeks
- Eleven (11) paid holidays
- Up to 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, educational leave, and tuition reimbursement
- 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; possess and maintain a license to practice law in the State of New Mexico.
- Education Substitution: None.
- Experience: three (3) years of experience in the practice of applicable law or as a law clerk.
- Experience Substitution: None.

TO APPLY: Please submit a New Mexico Judicial Branch Application for Employment, a Resume, Proof of Education, Letter of Interest, and Writing Sample to:

Application forms:
Microsoft Word Format
Adobe PDF Format

Resume Supplemental Forms:
Microsoft Word Format
Adobe PDF Format

New Mexico Supreme Court
Attn: Human Resources
237 Don Gaspar Ave.
Santa Fe, New Mexico 87501
Email: supHR-grp@nmcourts.gov

PROOF OF EDUCATION REQUIRED.

Applications can be emailed, faxed, or mailed.

EQUAL OPPORTUNITY EMPLOYER