

NEW MEXICO JUDICIAL BRANCH
JUDICIAL STANDARDS COMMISSION 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 attorneys on assigned projects and cases, perform legal research, analysis, writing and editing.

QUALIFICATIONS

Education: Bachelor's degree from an accredited college or university. Must be currently enrolled or recently graduated from a law school meeting the standards of accreditation of the American Bar Association.

Education Substitution: none

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

Experience Substitution: One (1) year of experience as legal assistant, paralegal, or similar work in a related legal field.

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.

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 judgment; 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.

Ability to apply relevant policies and procedures to assigned work; use common sense; focus on the specific elements of a project; manage multiple projects concurrently; prepare and organize documents and correspondence precisely; provide information (without giving legal advice); recognize matters which should be referred to others; apply proper English grammar, vocabulary, punctuation, and spelling; proofread; utilize legal terms and phrases, maintain accurate files and records; operate office, taping and video equipment; use discretion when dealing with sensitive information; multi-task; accurately compile information and prepare reports; coordinate with others; research and retrieve information; communicate concisely and clearly; maintain professional demeanor and composure; apply good judgment to difficult and demanding situations and assignments; maintain good working relationships; remain impartial; deal with conflict and hostile individuals; recognize important details that may need further action; understand and follow records management procedures; learn rapidly and adapt quickly to changing requirements, outcomes and surrounding events; know when to seek assistance; appraise situations and recognize safety and security issues; work independently and under pressure; utilize conflict resolution techniques; establish priorities; meet deadlines; effectively manage time within restrictive time frames, follow written and oral directions and organize.

EXAMPLES OF WORK PERFORMED

Review cases, analyze briefs, records and legal authorities cited; perform legal research and analysis; assist in preparing for meetings, hearings, trial, and oral arguments; prepare memos for cases before the Commission; perform substantive and technical editing of legal documents; discuss confidential and sensitive issues with Commission staff; regularly interact positively with co-workers, supervisors, managers, and the public; work under severe time constraints and meet multiple demands from several people; and other associated duties as assigned. Assist in the Commission meetings and hearings; and participate in special projects, presentations and training. Assist with 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. Assist with 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. Assist in 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. Assist in preparing written summaries and reports, preparing and maintaining statistics and internal research materials, 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 repetitive 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. In-state travel may be required using your own vehicle (mileage reimbursed at State of NM rates); significant time is required for trial preparation and participation. Occasional exposure to graphic and/or sensitive material. 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.

Dev: 6/26/2015 – Judicial Standards Commission Law Clerk (U)