



ATTORNEY

General Summary

Attorneys represent clients in criminal and civil litigation and other legal proceedings, draw up legal documents and manage or advise clients on legal transactions. They may specialize in a single area or may practice broadly in many areas of law.

Law Clerk

Jobcode: LLLC23

Pay Band: LE

FLSA Status: Non-Exempt

Distinguishing Characteristics

Assist lawyers or judges by researching or preparing legal documents. May meet with clients or assist lawyers and judges in court.

Recommended Education and Experience for Full Performance

Bachelor's Degree in Paralegal, Legal Science, Business, English, History, Communications, Psychology, and/or Sociology, and two (2) years of law office experience to include the preparation and review of legal documents and legal/policy research and analysis.

Minimum Qualifications

Bachelor's Degree in Paralegal, Legal Science, Business, English, History, Communications, Psychology, and/or Sociology and two (2) years of relevant experience to include the preparation and review of legal documents and legal/policy research and analysis. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling six (6) years may substitute for the required education and experience.

Essential Duties and Responsibilities*

- Employees in this Role direct, plan, and perform complex technical legal work as an assistant to an attorney, judge, adjudicator or hearing officer.
- Employees, under the supervision of an attorney, direct the preparation of legal documents that will be presented for final approval by an attorney.
- Employees conduct extensive legal research.

Attorney I

Jobcode: LLLA26

Pay Band: LF

FLSA Status: Exempt

Distinguishing Characteristics

The Attorney I represents agencies and clients in matters of moderate to intermediate difficulty. Applies a broad knowledge of the law and an understanding of agency programs to achieve specific objectives.

Recommended Education and Experience for Full Performance

Juris Doctorate degree from an accredited school of law and one (1) to three (3) years of experience in the practice of law. Must be licensed as an attorney by the Supreme Court of New Mexico or qualified to apply for limited practice license (Rules 15-301.1 and 15-301.2 NMRA). For more information on limited practice licenses, please visit <http://nmexam.org/limited-license/>

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Minimum Qualifications

Juris Doctorate degree from an accredited school of law. Must be licensed as an attorney by the Supreme Court of New Mexico or qualified to apply for limited practice license (Rules 15-301.1 and 15-301.2 NMRA). For more information on limited practice licenses, please visit <http://nmexam.org/limited-license/>

Essential Duties and Responsibilities*

- Drafts, reviews and evaluates legal documents, pleadings, regulations, policies, legislation and legal precedents to determine impact on the agency or client.
- Represents the agency or client in administrative proceedings and trial courts and may assist in appellate proceedings and negotiate routine settlements.
- Conducts discovery and interviews witnesses, researches and analyzes a variety of issues and proposes strategy on specific matters.

Attorney II

Jobcode: LLLA30

Pay Band: LG

FLSA Status: Exempt

Distinguishing Characteristics

The Attorney II represents agencies and clients in complex and difficult matters. Applies a detailed knowledge of the law, agency programs and the environment in which the agency operates to achieve a broad range of goals and develop innovative solutions to issues.

Recommended Education and Experience for Full Performance

Juris Doctorate degree from an accredited school of law and two (2) to four (4) years of experience in the practice of law. Must be licensed as an attorney by the Supreme Court of New Mexico or qualified to apply for limited practice license (Rules 15-301.1 and 15-301.2 NMRA). For more information on limited practice licenses, please visit <http://nmexam.org/limited-license/>

Minimum Qualifications

Juris Doctorate degree from an accredited school of law and two (2) years of experience in the practice of law. Must be licensed as an attorney by the Supreme Court of New Mexico or qualified to apply for limited practice license (Rules 15-301.1 and 15-301.2 NMRA). For more information on limited practice licenses, please visit <http://nmexam.org/limited-license/>

Essential Duties and Responsibilities*

- Integrates policies and legal positions across a broad range of issues and cases, represents agencies and clients, negotiates settlements and negotiates contracts.
- Determines strategy on specific matters, draft, evaluate, and review pleadings and appellate briefs, opinions, correspondence, proposed legislation and regulations, coordinates and conducts discovery and interviews witnesses and assists in developing broad legal strategies.
- Interacts extensively with private entities and all levels of government including legislators and assists in developing and implementing strategic plans in accordance with agency mission.

Attorney III

Jobcode: LLLA35

Pay Band: LH

FLSA Status: Exempt

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Distinguishing Characteristics

The Attorney III represents agencies and clients in the most complex, difficult and sensitive matters. Applies a mastery of the law, agency programs and the environment in which the agency operates to achieve a broad range of goals.

Recommended Education and Experience for Full Performance

Juris Doctorate degree from an accredited school of law and four (4) to six (6) years of experience in the practice of law. Must be licensed as an attorney by the Supreme Court of New Mexico or qualified to apply for limited practice license (Rules 15-301.1 and 15-301.2 NMRA). For more information on limited practice licenses, please visit <http://nmexam.org/limited-license/>

Minimum Qualifications

Juris Doctorate degree from an accredited school of law and four (4) years of experience in the practice of law. Must be licensed as an attorney by the Supreme Court of New Mexico or qualified to apply for limited practice license (Rules 15-301.1 and 15-301.2 NMRA). For more information on limited practice licenses, please visit <http://nmexam.org/limited-license/>

Essential Duties and Responsibilities*

- Develops innovative strategies to deal with novel and developing legal and management issues affecting agency activities.
- Negotiates settlements and integrates agency policies and legal positions with those of other state agencies to accomplish the State's overall policies and goals.
- Conducts administrative hearings addressing constitutional, statutory and regulatory requirements and writes recommendations or final decisions determining the relevant facts and applying relevant laws and regulations.
- Regularly advises senior management and executives on the most complex and difficult legal and management issues involving agency programs, budgets and legislation and participates on management teams to develop and implement strategic plan to meet the agency mission.

Attorney IV

Jobcode: LLLA40

Pay Band: LI

FLSA Status: Exempt

Distinguishing Characteristics

Attorneys at this level are be responsible for the most complex legal work in a district or division of a large state agency. Serves as expert, single or dual subject legal advisor to a department or agency head.

Recommended Education and Experience for Full Performance

Juris Doctorate degree from an accredited school of law and five (5) to seven (7) years of experience in the practice of law. Must be licensed as an attorney by the Supreme Court of New Mexico or qualified to apply for limited practice license (Rules 15-301.1 and 15-301.2 NMRA). For more information on limited practice licenses, please visit <http://nmexam.org/limited-license/>

Minimum Qualifications

Juris Doctorate degree from an accredited school of law and five (5) years of experience in the practice of law. Must be licensed as an attorney by the Supreme Court of New Mexico or qualified to apply for limited practice license (Rules 15-301.1 and 15-301.2 NMRA). For more information on limited practice licenses, please visit <http://nmexam.org/limited-license/>

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Essential Duties and Responsibilities*

- Directs a comprehensive single or dual-subject legal research program, reviews and approves the most complex contractual and other legal documents and instruments and represents the agency in administrative hearings, district court, appellate court and the Supreme Court.
- Provides direction to other attorneys on such matters as trial procedures, appellate procedures, Workers' Compensation claims, labor compliance matters and document approval.
- Consults with agency staff on the interpretation of court opinions and statutes, the application of rules and regulations and related matters where the most serious legal issues are involved.
- Determines further appeal of contested cases and makes recommendations to Deputy General Counsel or General Counsel concerning final clearance.

Attorney Supervisor

Jobcode: LLLS40

Pay Band: LI

FLSA Status: Exempt

Distinguishing Characteristics

The Attorney Supervisor devotes a substantial portion of time assigning and directly supervising work of at least two (2) full time equivalent employees and serves as both advocate and adviser. As advocate, they speak for their clients in court by presenting supportive evidence.

Recommended Education and Experience for Full Performance

Juris Doctorate degree from an accredited school of law and five (5) to seven (7) years of experience in the practice of law, three (3) years of which must be supervisory. Must be licensed as an attorney by the Supreme Court of New Mexico or qualified to apply for limited practice license (Rules 15-301.1 and 15-301.2 NMRA). For more information on limited practice licenses, please visit <http://nmexam.org/limited-license/>

Minimum Qualifications

Juris Doctorate degree from an accredited school of law and five (5) years of experience in the practice of law. Must be licensed as an attorney by the Supreme Court of New Mexico or qualified to apply for limited practice license (Rules 15-301.1 and 15-301.2 NMRA). For more information on limited practice licenses, please visit <http://nmexam.org/limited-license/>

Essential Duties and Responsibilities*

- Devotes a substantial portion of time assigning and directly supervising work of at least two (2) permanent/full time employees*. Acts upon leave requests, conducts annual performance evaluations and recommends disciplinary actions.
- Conducts training of personnel; may interview and recommend selection of applicants.
- Directs a comprehensive single or dual-subject legal research program, reviews and approves the most complex contractual and other legal documents and instruments and represents the agency in administrative hearings, district court, appellate court and the Supreme Court.
- Provides direction to other attorneys on such matters as trial procedures, appellate procedures, Workers' Compensation claims, labor compliance matters and document approval.
- Consults with agency staff on the interpretation of court opinions and statutes, the application of rules and regulations and related matters where the most serious legal issues are involved.
- Determines further appeal of contested cases and makes recommendations to Deputy General Counsel or General Counsel concerning final clearance.

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General Counsel I

Jobcode: XLLA46

Pay Band: LJ

FLSA Status: Exempt

Distinguishing Characteristics

The General Counsel I is differentiated from the Attorney Supervisor by the number of subordinate attorneys supervised and by the complexity and sensitivity of legal matters within its sphere of influence.

Recommended Education and Experience for Full Performance

Juris Doctorate degree from an accredited school of law and ten (10) years of experience in the practice of law, three (3) years of which must be supervisory. Must be licensed as an attorney by the Supreme Court of New Mexico or qualified to apply for limited practice license (Rules 15-301.1 and 15-301.2 NMRA). For more information on limited practice licenses, please visit <http://nmexam.org/limited-license/>

Minimum Qualifications

Juris Doctorate degree from an accredited school of law and eight (8) years of experience in the practice of law. Must be licensed as an attorney by the Supreme Court of New Mexico or qualified to apply for limited practice license (Rules 15-301.1 and 15-301.2 NMRA). For more information on limited practice licenses, please visit <http://nmexam.org/limited-license/>

Essential Duties and Responsibilities*

- Interviews and selects applicants and conducts training of subordinate personnel.
- Directs and supervises subordinate attorneys and oversees the preparation of litigation on the most complex/sensitive cases; reviews case documentation, determines legal position and strategy; initiates legal documentation, conducts interviews, obtains and organizes evidence, and prepares witnesses to testify.
- Conducts or leads negotiations and mediations, including alternative dispute resolutions, and/or arbitration of the most complex and sensitive cases and legal issues with judicial officials, federal/state agencies, opposing counsel, and other parties to reach agreements or settlements thereby resolving major civil cases or administrative proceedings.
- Directs or performs complex legal research and analysis of law, legal precedents, and issues for complex cases, appeals, lawsuits, interstate issues, water rights, or another specific area of law as an expert.
- Studies and analyzes changes in laws and court decisions in their area of expertise to determine, anticipate, evaluate, and assess agency/client impact. Provides subordinate staff with training related to their study and analysis.
- Directs the drafting, review, and preparation of the most critical proposed legislation, reports, legal documents and correspondence for an agency or client in their assigned area of expertise.
- Represents, or directs the representation of, the state or client in federal and state court and administrative hearings in litigation of the most complex and sensitive cases requiring expert knowledge in a specific body of law, such as, interstate, water rights, and environmental.
- Consults with top level management, staff, agencies, and the private sector to obtain and provide legal information or determine legal strategy on issues, cases, and problems.

General Counsel II

Jobcode: XLLA52

Pay Band: LK

FLSA Status: Exempt

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Distinguishing Characteristics

The General Counsel II is differentiated from the General Counsel I by the size of agency requiring its skill set, by the complexity and sensitivity of legal matters within its sphere of influence and by the managerial breadth of the position.

Recommended Education and Experience for Full Performance

Juris Doctorate degree from an accredited school of law and twelve (12) years of experience in the practice of law, five (5) years of which must be supervisory. Must be licensed as an attorney by the Supreme Court of New Mexico or qualified to apply for limited practice license (Rules 15-301.1 and 15-301.2 NMRA). For more information on limited practice licenses, please visit <http://nmexam.org/limited-license/>

Minimum Qualifications

Juris Doctorate degree from an accredited school of law and ten (10) years of experience in the practice of law. Must be licensed as an attorney by the Supreme Court of New Mexico or qualified to apply for limited practice license (Rules 15-301.1 and 15-301.2 NMRA). For more information on limited practice licenses, please visit <http://nmexam.org/limited-license/>

Essential Duties and Responsibilities*

- Interviews and selects applicants and conducts training of subordinate personnel.
- Directs and supervises subordinate attorneys and oversees the preparation of litigation on the most complex/sensitive cases; reviews case documentation, determines legal position and strategy; initiates legal documentation, conducts interviews, obtains and organizes evidence, and prepares witnesses to testify.
- Conducts or leads negotiations and mediations, including alternative dispute resolutions, and/or arbitration of the most complex and sensitive cases and legal issues with judicial officials, federal/state agencies, opposing counsel, and other parties to reach agreements or settlements thereby resolving major civil cases or administrative proceedings.
- Directs or performs very complex legal research and analysis of law, legal precedents, and issues for complex cases, appeals, lawsuits, interstate issues, water rights, or another specific area of law as an expert.
- Studies and analyzes changes in laws and court decisions in their area of expertise to determine, anticipate, evaluate, and assess agency/client impact. Provides subordinate staff with training related to their study and analysis.
- Directs the drafting, review, and preparation of the most critical proposed legislation, reports, legal documents and correspondence for an agency or client in their assigned area of expertise.
- Represents, or directs the representation of, the state or client in federal and state court and administrative hearings in litigation of the most complex and sensitive cases requiring expert knowledge in a specific body of law, such as, interstate, water rights, and environmental.
- Consults with top level management, staff, agencies, and the private sector to obtain and provide legal information or determine legal strategy on issues, cases, and problems.

Bargaining Unit: Not represented

Statutory Requirements: Licensed as an attorney by the Supreme Court of New Mexico or qualified to apply for limited practice license (Rules 15-301.1 and 15-301.2 NMRA). For more information on limited practice licenses, please visit <http://nmexam.org/limited-license/>

Conditions of Employment: N/A

Working Conditions: Work is performed in an office setting: late hours, weekends, on-call and callback work may be required. Will be exposed to regular periods of video display terminal and keyboard usage and stressful situations. Travel is required. Possible exposure to irate clientele. Incumbent will work under stress and frequent time constraints.

Established: 07/07/2001 **Revised:** 10/20/2017 (consolidation; title change; update statute); 8/24/2018 (consolidation; class and pay code change). 2/20/2019 (min quals clarification)

**Essential Duties and Responsibilities are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not*

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preclude management from assigning other duties which are reasonably within the scope of duties. Classification description subject to change. Please refer to SPO website (www.spo.state.nm.us) to ensure this represents the most current copy of the position.

*** Means two (2) or any combination of full-time equivalent (FTE) status that equals at least two (2) regular or term status employees in non-temporary positions.*