

Job Title: Assistant General Counsel

Working Title: Deputy General Counsel

Position Number: 1153

Pay Band: 28

Hourly Rate: min 25.81, mid 44.86, max 59.66

NM OSA Deputy General Counsel Job Description:

The Deputy General Counsel will assist the Chief General Counsel with providing legal services to the Office of the State Auditor (OSA). This position will report directly to the Chief General Counsel.

Essential Duties and Responsibilities:

- Assist in advising senior management and executives on complex and difficult legal and management issues involving agency programs, budgets, legislation, human resource matters, and participates on management teams to develop and implement strategic plan to meet the agency mission.
- Studies and analyzes changes in laws and court decisions to determine, anticipate, evaluate, and assess impact on OSA. Provides subordinate staff with training related to their areas of law that impact the OSA.
- Drafts, reviews, and evaluates legal documents, pleadings, rules and regulations, policies, legislation, and legal precedents to determine the impact on the OSA. Drafts and reviews legal correspondence and other documents requiring legal review.
- Oversees Inspection of Public Records Act (IPRA) review and responses, works with the Records Custodian on all IPRA matters. Assist on any other legal matters that arise.

The applicant must be licensed as an attorney by the Supreme Court of New Mexico and have at least two years of experience as an attorney, preferably in government practice.

Agency Contact Information:

Interested applicants should submit their resume, transcripts and any licensure/certifications to Terese Vigil, HR Manager, at (505) 469-5936 or terese.vigil@osa.nm.gov for consideration.