

Title: Deputy Division Director
Division: Government Counsel and Accountability
Location: Santa Fe
Salary Range: \$64,475.84 to \$149,044.48 annually
Open until filled

The New Mexico Department of Justice (NMDOJ) has broad statutory authority over civil legal matters and proceedings involving the state. The Government Counsel and Accountability Division provides legal advice to over 100 Boards, Commissions, and Agencies around the State. The Division reviews complaints alleging Open Meetings Act (OMA) and Inspection of Private Records Act (IPRA) violations and brings enforcement actions under state laws for these violations. The Division also provides review for other statutorily required Attorney General (AG) review of school bonds, former employee contract review, and jail agreements. The Division's attorneys are essential in fulfilling the AG's statutory duty to provide legal advice and representation to various parts of the state government and to help ensure that the government remains accessible, accountable, and transparent across the state.

The Deputy Division Director role exists to ensure the Government Counsel and Accountability Division can effectively meet its statutory responsibilities by providing high-level legal services, managing daily operations, and maintaining consistent standards across all Division functions. This position is essential to the Division's ability to deliver reliable and sophisticated legal counsel to complex public bodies; direct OMA/IPRA compliance and enforcement; manage administrative appeals and litigation; and review required regulatory documents. The Deputy Division Director is expected to assume the responsibilities of the Division Director when the Director is unavailable or engaged in other agency obligations, ensuring that Division activities continue without disruption.

The position provides daily supervision, direction, and support to Division attorneys and staff. The Deputy Director assigns and manages workloads, guides attorneys on legal strategy and administrative law, investigation and enforcement activities, and ensures the timely completion of litigation, compliance reviews, and training responsibilities. The role also develops and

implements training, mentorship, and skill-building systems for junior attorneys to ensure professional development and consistency in legal work across the Division. The Deputy Director is also responsible for and must be available for additional important assignments as they come up.

Responsibilities

Division Management & Attorney Supervision

- Work directly with and report to the Division Director to manage the Division's daily operations.
- Supervise, direct, and coordinate the work of 12+ attorneys and professional staff to ensure consistent, high-quality legal services.
- Assign cases, balance workloads, monitor progress, and evaluate performance across the Division.
- Provide day-to-day guidance to attorneys on legal strategy, administrative law issues, investigations, and procedural requirements.
- Develop and deliver training for junior attorneys and maintain effective mentorship, onboarding, and skill-building practices within the Division.

Management of Legal Services to Public Bodies

- Direct the delivery of legal advice, training, and representation to public bodies on governance, administrative procedures, and transparency laws.
- Ensure timely and accurate guidance on powers and duties, the Governmental Conduct Act, OMA, IPRA, State Rules Act, Uniform Licensing Act, and related statutes.
- Manage the Division's support for administrative proceedings, rulemaking tasks, disciplinary actions, and procedural guidance provided to hearing officers and agency staff.
- Supervise and coordinate representation of public bodies in administrative appeals and litigation, including:
 - Cases arising under Rules 1-074 and 1-075 NMRA in district and appellate courts.
 - Defense of extraordinary writs, injunctions, declaratory actions, and other litigation.

- Provide direction to attorneys to ensure legal work is consistent, well-documented, and aligned with Division standards.

Government Accountability & Enforcement Management

- Direct and coordinate investigations and enforcement actions involving OMA, IPRA, and other transparency laws.
- Manage the issuance of advisory letters, guidance, and responses to public inquiries.
- Coordinate statewide trainings on accountability and transparency requirements.
- Guide attorneys on investigation methods, enforcement strategies, and litigation approaches related to transparency violations.

Regulatory Review Management

- Manage and approve the Division's review of school bonds, contract jail agreements, and former employee contracts to ensure legal compliance.
- Establish and maintain processes that promote consistent, timely, and accurate completion of required reviews.

Ideal Candidate

The ideal candidate is an experienced legal manager who excels in supervising attorneys, coordinating daily operations, and maintaining a positive, high-paced work environment. They are skilled at organizing and prioritizing workloads, delegating effectively, adapting to changing demands, and providing clear, constructive, and growth-oriented feedback to staff. The candidate communicates well with senior leadership, resolves workplace challenges, and builds strong professional relationships that help the Division thrive.

This candidate will be comfortable handling complex legal matters, guiding attorneys through investigations, litigation, compliance reviews, and training responsibilities, and stepping into the Division Director role when needed. They demonstrate sound judgment, strong writing and verbal communication skills, impeccable ethics, strategic decision-making, and the ability to manage

high-volume work with frequent interruptions. Curiosity, adaptability, and the ability to spot and evaluate diverse legal risks are essential.

The Division advises on a wide range of topics, and the ideal candidate will have general knowledge of administrative law (including the State Rules Act and Uniform Licensing Act), public finance, transparency laws (OMA, IPRA, Governmental Conduct), transactional matters, ethics and corruption laws, environmental and natural resources law, public safety law, and principles of compliance and risk management.

Qualifications

- Juris Doctor (J.D.) degree from an accredited law school.
- Hold an active license in good standing to practice in New Mexico or be eligible to seek a public employee limited license for government service under Rule 15-301.1 of the New Mexico Rules Governing Admission to the Bar.
- Must have a minimum of five (5) years of experience in the practice of law.
- Excellent leadership and management skills, with the ability to inspire and motivate a team of attorneys and legal professionals.
- Familiarity with the state legislative process in New Mexico.
- Exceptional interpersonal and communication skills, with the ability to lead internally and collaborate effectively with diverse external stakeholders.
- Excellent legal research, writing, and oral advocacy skills.
- Strong analytical and problem-solving abilities.
- Ability to thrive under pressure, prioritize tasks, and meet deadlines.