

[Back to New Mexico Judiciary Home Page](#)[Back to Job Opportunities Page](#)**Administrative Office of the Courts****Attorney Associate #10107316****Opening Date:** 06-24-2013 - **Close Date:** 07-19-2013**Job Pay Range:** \$26.386 per hour to \$41.228 per hour**Target Pay Range/Rate:** \$65,166, annually, with benefits

The State of New Mexico Administrative Office of the Courts (AOC) is recruiting for full time Attorney Associate position. This position is a 1/2 federal grant funded term position and a 1/2 general funded permanent (Perm) position. Hiring Salary is \$65,166, annually, with benefits. Post of duty is Santa Fe, NM. Applicants should be excellent consumers of technology, have exceptional research and data analysis skills, knowledge of analytical and statistical methodologies, and proficient with statistical software. VAWA FUNDED ATTORNEY The 1/2 time term position is funded by a VAWA federal subgrant. Under general direction, as assigned by a supervising attorney, the attorney will serve as the statewide point of contact for violence against women issues including domestic violence, sexual assault, dating violence and stalking. The grant requires that the attorney serve as the statewide point of contact for the AOC on domestic violence, sexual assault, stalking and dating violence issues; facilitate an advisory team made up of court and community stakeholders; travel to areas across the state to enhance collaborations among the courts and domestic violence, sexual assault, stalking and dating violence related stakeholders; work to improve communication within courts and between courts and other key stakeholders, including researching and responding to all contacts (phone calls, e-mails, meetings, etc.) regarding court-related DV, sexual assault, stalking and dating violence issues and identifying standardized best practices, procedures and policies; act as the AOC's appointed representative on the New Mexico Intimate Partner Violence Death Review Team; attend statewide DV, sexual assault, stalking and dating violence meetings; serve as legal resource to courts, including researching and responding to inquiries from judges, hearing officers, commissioners, court executive officers and other court personnel on DV, sexual assault, stalking and dating violence issues; serve as AOC liaison to executive and legislative branches, including researching and responding to court-related executive branch and legislative branch inquiries on DV, sexual assault, stalking and dating violence issues; enhance court-related functions to support best practices on DV, sexual assault, stalking and dating violence cases, including sharing information and collaborating on training and supporting IT functions; support ongoing court efforts for addressing language access issues, focusing specifically on DV, sexual assault, stalking and dating violence issues; and work to improve coordination between New Mexico state courts and tribal courts and tribal violence against women entities. The 1/2 time Perm position is general funded. Under direction, plan, organize, direct, and manage the judge and court staff weighted caseload studies and judicial efforts to improve oversight of guardianship, conservatorship and elder abuse cases. JUDGE AND COURT STAFF WEIGHTED CASELOAD STUDIES COORDINATION The AOC is responsible for the coordination, maintenance and update of the judge and court staff weighted caseload studies for the trial courts. These studies provide the needed information for the district, metropolitan and magistrate courts to determine the need for court staff and judicial officers. The method "weights" cases to account for the varying complexity and need for

court staff and judge attention among court cases. By weighting court cases, a more accurate assessment can be made of the amount of staff, clerk, or judge support time is required to process the court's caseload. GUARDIANSHIP, CONSERVATORSHIP AND ELDER ABUSE CASES COORDINATION State law requires that court appointed guardians and conservators file annual reports. A recent guardianship task force found that the vast majority of guardians are not filing the required annual report. The study also noted that there is uncertainty about the number of open guardianship cases statewide. In the 50th Legislature 2nd Session, House Memorial 61 requested the AOC to study the problems in issues surrounding guardianship, conservatorship and elder abuse cases and identify actions, to include resources needed 1) to conduct a census of open guardianship and conservator cases statewide; 2) to insure consistency in guardianship and conservator cases data processes 3) to create data entries for guardianship, conservatorship and elder abuse cases that will allow the courts to identify and track these cases; 4) to implement mandatory pre-appointment criminal background checks of guardians and conservators; 5) to identify training programs for guardians and conservators; and 6) to identify rules and processes that will ensure statute compliance.

QUALIFICATIONS

- Education: Must be a graduate of a law school meeting the standards of accreditation of the American Bar Association and 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.
- Knowledge: Thorough knowledge of United States and New Mexico constitutions, federal law, New Mexico case law, statutes, rules, policies and procedures; Code of Judicial Conduct; Rules of Professional Conduct; court jurisdiction and operations; manual and computerized legal research; principles of legal analysis and writing, legal proofreading and editing, standard English usage and grammar; and computer software applications (e.g., legal research, word processing, databases, court case management system, e-mail and internet).
- Proficient skill in communicating effectively both orally and in writing with diverse individuals and groups; interpreting and assimilating information of legal significance; identifying legal issues; performing legal research; discerning the content and relative importance of cases, statutes, and other sources of law; applying law to complex and novel scenarios; maintaining confidentiality and using discretion when dealing with sensitive information; maintaining professional demeanor and composure; providing information to members of the bar and public in a courteous manner without giving legal advice; drafting orders, recommendations, and opinions which address all legal, policy and factual issues clearly, efficiently and effectively; organizing and establishing priorities and managing time and resources effectively on multiple projects; working well both independently and collaboratively; using initiative and independent judgment with minimal supervision; receiving and following directions; applying relevant policies and procedures; using computers and computer software applications including word processing, databases, court case management system, e-mail and the internet; displaying teamwork, diligence, resourcefulness and adaptability while working in an environment subject to frequently changing priorities, high stress, and exposure to conflicting demands; meeting objective productivity and work-quality requirements; and researching, comprehending, explaining and resolving complex issues constructively.
- Ability to establish and maintain cooperative working relationships; approach problems creatively; determine when to seek assistance and collaborate with other staff; persuade others using tact and diplomacy; accept constructive criticism and guidance; learn quickly and retain information; prepare and deliver presentations; maintain accurate files and records; and train, motivate and mentor others; plan and assign work, apply relevant policies and procedures to assigned work; provide meaningful employee feedback and performance evaluations; provide effective coaching and constructive criticism,

mediate and manage conflict.

- Skill in program management, including setting goals and objectives, establishing time lines, identifying resources and evaluating work products; analyzing court operations, assessing and evaluating a variety of court programs and services; budget and data analysis; performing multiple tasks and managing several projects/program(s) at one time; developing strategic plans; conducting research; providing comprehensive explanation of statewide budget and staffing needs; motivating staff and team members; working independently while taking responsibility for actions and decisions; problem solving and conflict resolution; negotiating and writing contract(s); fiscal management and reporting; grant research and proposal writing; technical writing and editing; data collection and analysis, preparing and delivering presentations; public speaking; creative thinking; inter-personal skills; effective written and verbal communication; anticipating and evaluating the impact of rules, procedures, and statutory changes; working effectively with a diverse range of individuals; supervising individuals and/or groups of people; effective crisis management and response; working in high stress situations and working within the structure and governance of the state court system.
- Specific Work Expectations: Program Management : In addition to the tasks required by the grant the attorney will also: manage and administer the VAWA Grant and all tasks associated with the grant; analyze court administrative operations, policies and procedures to ensure procedural consistency and compliance with established law and Supreme Court Rule(s); provide timely delivery of service and meet project and grant reporting deadlines; communicate, support and develop working relationships with associated parties; prepare curriculum or workshop/meeting materials for training and educational programs; develop, revise and implement forms, policies and procedure's manuals; make recommendations regarding best practices; assist other courts in the development of such programs; develop and prepare budget(s) and budget expenditures; administer grant projects/program(s); ensure compliance with grant and statutory deadlines and budgetary limitations; research, prepare and complete applications to secure grants; and complete required grant funds evaluation reporting and requests; monitor program(s) database (data development, collection, entry and generation of reports); create, evaluate, maintain and analyze statistics; and draft and publish periodic or annual reports. Program Management: Review current laws and rules, develop a plan and identify tools and Resources needed to effectively and efficiently manage operations by focusing on a range of short-term, intermediate and long-term activities. The goal is to improve guardianship, conservatorship and elder abuse cases processing and tracking statewide. Interpret customer business needs and translate them into application and operational requirements. Travel to the trial courts and perform, as needed, a detailed system analysis for the courts to help them use the tools in the Odyssey case management system for tracking guardianship and conservator annual and other reports. Create a flowchart showing what is required for each step of the process, including analyzing a particular business process in order to make it more efficient or less costly and making suggestions on how to improve the process. Collaborate with legal staff on legal issues relevant to guardianship, conservatorship and elder abuse cases. . Create an advisory board of judges and court staff and provide staff support to that Board. With the help of the advisory Board, Develop and implement policies, best practices and procedures as well as analyzing research and data in order to evaluate existing processes involved in guardianship, conservatorship and elder abuse cases. Participate in legislative events, including writing legislative bill analyses and meeting with legislators as needed. Communicate with judges, court administrators, staff, consultants, contract employees, and customers in various state agencies on issues surrounding guardianship, conservatorship and elder abuse cases. Attend Guardianship Advisory Council meetings on behalf of the AOC. Research, plan, coordinate, direct, and implement statewide the weighted caseload studies. Develop a plan, including tasks and timeframe for completing the studies; create advisory committees; schedule meetings, coordinate activities, collect and analyze data, provide guidance, information and training to employees, supervisors, managers, and judges; and become responsible for maintaining and/or updating the matrix for judge and staff need each fiscal year. Grants: Prepare an application for a State Justice Institute technical assistance grant to obtain funds for hiring a special auditor to conduct a census of open guardianship and conservator proceedings, by district throughout the state. If successful, oversee

the grant, including completion of all status and fiscal grant reporting requirements. Apply for other grants, as needed. Contracts & Request for Proposals: Prepare specifications, draft Request for Proposals (RFPs), ensure record keeping is accurate and up to date and clients' needs and program goals are met. Follow process (Procurement Code) to reach purchase decision which may include working with evaluation committees. Provide direction to contractor(s). Develop, oversee and/or manage contracts, for performance and compliance with requirements including contract training requirements. Audit billing. Training: Plan, organize, manage and deliver training for employees and judges on issues surrounding the weighted caseload studies for court staff and judges, guardianship, conservatorship and elder abuse cases, with a focus on effective and emerging best practices, procedures, and technology to support those areas. Budget: Work directly and effectively with stakeholders to make sure all budget needs are met for the program. Serve as primary client contact and project leader with overall responsibility for developing and maintaining the statewide program/project budget. Provide appropriate stakeholders with prompt and accurate information. Provide professional and courteous responses at all times. Ensure compliance with budgetary policies and limitations. Work directly and regularly with staff from the fiscal services division, and other agencies if necessary, to make sure budgets and numbers are reconciled to the agency's books, including a review of purchase documents, projections, expenditures, etc. Communicate clearly to fiscal staff what the budget needs of the program are and follow up with staff to ensure compliance with budgetary policies and limitations. Development of budgets (spreadsheets, analysis, etc.) should be done accurately and timely, with minimal errors. Meet assigned budget deadlines, track and report project deadlines. Track sources and uses of state and federal funds, recurring and non-recurring costs. Ensure funds are encumbered within the designated time frame. Prepare budget request by projecting statewide need and costs. Recommend and justify requests to upper management, special committees, boards and the legislature; participate in the unified budget process. Communicate the success and cost-effectiveness of the program to secure funding necessary to continue operations and growth. Administer budgets, funding requests, and AOC grants; approve expenditures. Work with Fiscal services to ensure that funds are encumbered to support project tasks. Ensure compliance with budgetary policies and limitations.

- Other: Completion of a post offer background check may be required. Finalist(s) will be subject to criminal background checks.

TO APPLY: Submit a New Mexico Judicial Branch Application for Employment or a Resume and a Resume Supplemental form and a writing sample by 5 p.m., Friday, July 19, 2013 to:

Application forms:

Microsoft Word Format
Adobe PDF Format

Resume Supplemental Forms:

Microsoft Word Format
Adobe PDF Format

Administrative Office of the Courts
Human Resources Division
Tamara A. Roybal
237 Don Gaspar Rm 25.
Santa Fe, NM 87501
Or fax to: 505-824-8091

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