



## STATE ETHICS COMMISSION

The State Ethics Commission seeks a Deputy General Counsel as described below:

<b>Job Title: Attorney III</b>	<b>Salary</b>
<b>Job ID: 112989</b>	<b>\$31.89 - \$51.03 Hourly</b>
<b>Location: Albuquerque</b>	<b>\$66,338 - \$106,141 Annually</b>
<b>Full/Part Time: Full-Time</b>	<b>This position is Pay Band LH</b>
<b>Regular/Temporary: Regular - PERM for State</b>	<b><a href="#">CLICK HERE TO VISIT POSTING</a></b>
<b>Agency: Department of Ethics</b>	
<b>Job Posting Type: Continuous Job Opening</b>	

### Why does the job exist?

The Senior Staff Attorney position represents the State Ethics Commission in matters of moderate to complex difficulty. The position applies a broad knowledge of the law and an understanding of agency programs to achieve the Commission's goals, in particular the Commission's guidance and enforcement duties regarding the Governmental Conduct Act and the Procurement Code. The position is involved in agency enforcement actions in state court, agency adjudicatory proceedings, the formulation and issuance of agency advisory opinions, agency rule-makings, and training and education guidance that the agency provides regarding the statutes under the agency's jurisdiction.

### How does it get done?

1. Represents the agency in civil litigation, including enforcement proceedings under the Governmental Conduct Act and the Procurement Code, by participating in case investigations and evaluations, drafting complaints, researching and drafting motions and responses, making and defending discovery requests, attending, taking, and defending depositions, and attending and participating in court hearings.
2. Drafts Commission advisory opinions and informal letter advice.
3. Participates in Commission administrative cases by assisting Executive Director in jurisdictional determinations and the General Counsel in probable cause determinations, settlement negotiations, and participation in administrative proceedings.
4. Drafts and participates in agency rule-making proceedings, legislative bill analysis, and legislative reports.
5. Provides counsel to other agency staff members regarding the Open Meetings Act, Inspection of Public Records Act, Procurement Code, Governmental Conduct Act, and Model Accounting Practices promulgated by the Department of Finance and Administration.
6. Provides third-party training and educational guidance regarding the Governmental Conduct Act, the Procurement Code, and other statutes within the agency's jurisdiction.

### Ideal Candidate

- Experience litigating civil matters in New Mexico or federal court
- Judicial clerkship experience

### Minimum Qualification

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/>

No substitutions. Must possess required licensure, certification or registration and required number of years of experience

### Employment Requirements

Must possess and maintain a valid New Mexico Driver's License.

### Working Conditions

Work is performed in an office setting with exposure to Visual/Video Display Terminal (VDT), extensive computer and phone usage. Some sitting, standing, bending and reaching may be required.