



# Santa Fe County Human Resources

www.santafecounty.org  
949 W. Alameda SF, NM 87501  
Ph: 505-992-9880 - Fax: 505-992-9895

**Job Title:** Assistant County Attorney  
**Department/Division:** County Attorney  
**Salary:** \$27.0817/hr - \$40.6221/hr **Range:** 43  
**Position Status:** Full-Time/ At-will  
**FLSA Status:** Exempt  
**Closing Date:** Open Until Filled  
**Job #:** 2-005

## Primary Purpose:

Performs governmental legal work of the highest degree of professional complexity and difficulty.

## Essential Job Functions:

*The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Represent the Board of County Commissioners, the County Manager, certain County Elected Officials and certain intergovernmental entities.
- Provide legal advice and assistance. Prepare or review various legal instruments and documents; draft or reviews proposed legislation, ordinances and contracts.
- Independently investigate facts, search out precedents and define legal and factual issues; prepare cases for trial; represent the County in various legal transactions such as joint powers agreements and contracts.
- Review and draft proposed county ordinances, resolutions and contracts; attend meetings of the Board of County Commissioners, Local Development Review Committees, and other meetings.

## Knowledge and Skills:

- Applicants must possess extensive knowledge of New Mexico law and relevant federal law. Experience or knowledge of local government law is preferable.
- Applicants should possess superior demonstrated skill and expertise in legal research, writing and problem solving.
- Applicants must possess superior skills organizing facts, evidence and precedents; must be capable of presenting material in a clear and logical form for oral presentations or in such written media as briefs, contracts, deeds, agreements or research reports;
- Must be capable of working with members of the public in diverse settings in a professional and effective manner; must be capable of establishing positive and professional working relationships with Elected Officials, employees, court personnel and the public.
- Must be capable of managing a diverse workload with shifting priorities.

## Minimum Qualifications:

- Applicants must be licensed to practice law in the State of New Mexico and in the federal courts within the State of New Mexico. Applicants must have at least three (3) years experience in the general practice of law or as an attorney practicing law for a public or private employer.

## Working Conditions:

Work is primarily in an office environment. Some work is performed in the community. Some fieldwork may be required in various weather conditions. Will be required to work occasional evenings and weekends. Manual and finger dexterity required. May be subject to exposure to CRT's VDT's and UV rays.

Selected candidate must submit to and pass a County paid pre-employment physical and drug/alcohol screening.

Submit Applications to:

Santa Fe County Human Resources  
949 West Alameda Santa Fe, NM 87501

Resumes will not be accepted in lieu of the official Santa Fe County employment application.  
Proof of education, certificates and/or endorsements must be attached to each application.