



The City of Anthony, NM is accepting applications for the following position:
In-House Counsel

Department: Attorney
Reports to: Mayor
FLSA: Hourly Non-Exempt
Full Time, Permanent
Pay: \$70,000 - \$85,000

MINIMUM QUALIFICATIONS:

1. **Education:** Graduation from an ABA accredited school of law with a Juris Doctor degree.
2. **Experience:** Ten (10) years of experience as a practicing attorney performing complex legal work, or five (5) years of experience as a practicing attorney as in-house counsel or contract counsel for a municipality. Prior experience defending a government entity/government employee in federal and state court preferred.
3. **Licenses/Certifications:** A license to practice law in the State of New Mexico and the United States District Court for the District of New Mexico; member in good standing of the State Bar of New Mexico. Valid state issued driver's license. Current admission to the State Bar of New Mexico. Current admission to the United States District Court for the District of New Mexico. Ability to gain admission to the United States Court of Appeals for the Tenth Circuit within a year of hire.
4. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.)
5. Bilingual in English and Spanish, preferred.

Applicant must submit the following to be considered:

1. Letter of Interest
2. Resume
3. Three verifiable references

Deadline to apply is **October 25, 2024, at 4pm**. Packets may be submitted in person to HR, 820 Highway 478, and Anthony NM 88021 or by email to jobs@cityofanthonym.org with the subject line: In-House Counsel. A complete job description is available on the city website: www.cityofanthonym.com



In House-Counsel

Salary – (Full Time) - \$70, 000.00 - \$85,000.00

Applicant **must** submit the following to be considered:

- Curriculum Vitae/Resume
- Letter of Interest
- Resume
- A minimum of Three Verifiable references
- A copy of a New Mexico active law license

ESSENTIAL DUTIES

The City Attorney shall serve as the chief general counsel for the City of Anthony. They shall give their opinion to and on legal questions, verbally or in writing, to the Mayor, Governing Body or department heads, whenever requested. The Governing Board will oversee assignments the City Attorney is assigned. They shall advise, when applied to, any officer, department head or employee as to the conduct of his or her office, and they shall prepare or approve all bonds and other writings or documents affecting the interest of the City. They shall have the right to be heard upon all questions or motions before the Governing Body amending, repealing or any way affecting any provision of this code or other ordinance enforced or enacted by the City Commission, when the legality of such action or proposed action shall be called in question. They shall also serve as the legal advisor for the City's advisory boards (i. e. Planning and Zoning Commission, etc.) They shall strategize and create training opportunities for departments designed to lower instances of litigation. The City Attorney shall represent the City as its

attorney in all suits or litigation in any court or administrative setting in which the City is a party; unless otherwise represented by the New Mexico Municipal League Counsel. They shall regularly practice in federal and state courts, including appellate courts. They shall oversee all civil matters assigned to the City Attorney's Office and shall oversee the work of all outside contract attorneys/firms in all civil cases not assigned in-house. The City Attorney shall draft and prepare all papers for use of police officers whenever in the carrying out by them of the duties of their office, whenever requested by the Police Chief in conjunction with concurrence by the Majority of the Governing Body. The City Attorney shall prosecute all actions brought in municipal court on behalf of the City, whenever in their judgement is for the general welfare of the City that any such action should be so prosecuted. They shall represent the City in all employment matters before an administrative judge or tribunal. They shall regularly communicate with the City's Risk Manager to ensure all litigation goals are met. The City Attorney shall serve as the department head for the City Attorney's Office. They shall oversee the budget for the City Attorney's Office. They shall ensure fiscal responsibility is implemented to achieve the City's financial goals. They shall supervise the work performed in the City Attorney's Office. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

NON-ESSENTIAL DUTIES

May conduct community outreach in an effort to assist residents with understanding City ordinances, rules, and regulations.

May track legislation and case law at both the State and National levels to ensure compliance by the City organization with all changes in the law.

May serve on various employee committees, as required and assigned. The City Attorney shall

serve at the will of the Governing Body.

MINIMUM QUALIFICATIONS

Education and Experience:

- Graduation from an ABA accredited school of law with a Juris Doctor degree. Ten (10) years of experience as a practicing attorney performing complex legal work, or five (5) years of experience as a practicing attorney as in-house counsel or contract counsel for a municipality.
- A license to practice law in the State of New Mexico and the United States District Court for the District of New Mexico; member in good standing of the State Bar of New Mexico.
- Prior experience defending a government entity/government employee in federal and state court preferred.
- Other combinations of experience and education, including any experience prosecuting criminal cases under a court licensure exemption, that meet the minimum requirements may be substituted.

Knowledge, Skills, and Abilities:

- Knowledge of various aspects of criminal and civil litigation including preparation, pleading, discovery, motion practice, trial, and appeal.
- Knowledge of court procedures and applicable court rules, knowledge of judicial procedures and rules of evidence.
- Knowledge of legal issues germane to municipalities in the State of New Mexico.
- Knowledge of state and federal constitutional provisions and the application of the same to municipalities and their processes.
- Knowledge of employment matters including discipline, unions, and disputes.
- Knowledge of legal research methods, resources, and techniques.
- Ability to make appropriate executive-level decisions within delegated authority.
- Ability to utilize techniques and practices for effective, efficient, and cost-effective management of allocated resources.
- Ability to prioritize tasks and meet multiple deadlines to ensure attainment of set goals for the department and the City.

- Ability to firmly and impartially supervise, coach, lead, and direct the activities of team members.
- Ability to effectively communicate orally and in writing and ability to negotiate in an effective manner to achieve the desired result.
- Ability to establish and maintain effective working relationships with other employees, customers, clients and the public.

LICENSING AND CERTIFICATIONS

Valid state issued driver's license.

Current admission to the State Bar of New Mexico.

Current admission to the United States District Court for the District of New Mexico.

Ability to gain admission to the United States Court of Appeals for the Tenth Circuit within a year of hire.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear, stand, walk, use hands and fingers to handle, feel or operate objects, tools or controls and reach with hands or arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work performed primarily in a courtroom and office setting; unless otherwise approved by the Governing Board to work remotely. Occasional travel required. The noise level in the work environment is usually quiet.

Along with base salary, the City Attorney will be eligible to received the following:

- Annual New Mexico Continuing Legal Education (CLE) credits provided by employer;

- Annual licensing fees/costs provided by employer;
- Annual dues and subscriptions for professional memberships provided by employer;
- Salary increases (if approved by the governing body);
- 13 paid holidays;
- Paid short-term and long-term disability;
- Employee Assistance Program (EAP);
- PERA retirement with employer contribution;
- Excellent insurance benefits package which include City Paid premiums at 80% for employees for health, dental and vision, 100% life insurance for employees.