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County Attorney

JOB CODE	JOB FAMILY	PROFILE
JCEL01	**Executive Management**	**County Attorney**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$145,787.00 - $218,692.00**	**February 23, 2026**

The County Attorney, appointed by and reporting to the Board of County Commissioners is responsible for serving as legal counsel and advisor for Bernalillo County.

Job Description

DUTIES AND RESPONSIBILITIES

- Manages the daily operations of the Legal Department, including but not limited to: assigning and reviewing casework of all County attorneys; overseeing the budget; and handling other operational functions.
- Provides legal services to the County, including preparation and prosecution of cases and development of trial strategies.
- Prepares, drafts, and reviews County ordinances, resolutions, bond provisions, contracts, deeds, and other legal documents.
- Represents the Board of County Commissioners, County management, and/or designated clients in state and federal courts, as well as before judicial or administrative bodies.
- Advises the County Manager and Commissioners on all legal matters affecting the County and attend relevant administrative meetings.
- Oversees and prepares legal opinions regarding statutory law, common law, and administrative practices.
- Serves as a legal advisor on complex personnel matters.

- Provides legal guidance to various County departments, as requested.
- Directs and manages the work of attorneys within the Legal Department; collaborates with opposing counsel and members of the public in a collegial and professional manner.
- Supervises or direct the work of outside counsel or contract attorneys, as assigned.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- Juris Doctor (JD) degree with a valid license to practice law in the State of New Mexico, and a demonstrated status of “good standing” with the New Mexico State Supreme Court.
- Ten (10) years of legal practice, including litigation, appellate experience, and handling multiple issues relevant to local government operations.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.
- Maintenance of current continuing legal education requirements and state license qualifications.

WORKING CONDITIONS

- Duties are performed indoors in a temperature-controlled environment.
- Duties are performed on an even, dry surface, which may include carpet or tile.
- Most duties are performed independently, though some may be part of a select team.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of duties includes computer, telephone, calculator, facsimile machine, and photocopy machines.
- Materials and products handled during the performance of duties include various documents, writing utensils, and an assortment of office supplies and equipment.