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Deputy County Attorney

JOB CODE	JOB FAMILY	PROFILE
JCM701	**Executive Management**	**Deputy County Attorney**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$125,549.00 - $188,324.00**	**March 25, 2026**

The Deputy County Attorney serves as a legal advisor to the Board of County Commissioners, the County Manager, County Departments, and elected officials (except when conflicts arise due to the attorney's primary role of representing the Board). Reporting to the County Attorney, the Deputy County Attorney will oversee and coordinate the activities of the legal department. This role includes drafting ordinances, resolutions, contracts, administrative policies, rules, and regulations, and other necessary legal documents to ensure the County's compliance with legal requirements.

Job Description

DUTIES AND RESPONSIBILITIES

- Provides legal advice to the County, including elected officials, the County Manager, Deputy County Managers, department directors, and other officials, as needed.
- Represents the County Attorney at meetings, including Commission, board, committee, staff, intergovernmental, legislative, administrative, and court meetings, as well as with the public.
- Drafts ordinances, resolutions, contracts, administrative policies, rules, regulations, and other documents required for County government operations to ensure legal compliance.
- Conducts legal research and writes opinions on case law, statutory law, and administrative practice as directed by the County Attorney.
- Reviews County policies and policy initiatives to ensure compliance with state and federal laws and regulations.

- Handles litigation and appellate work, represents the Board of County Commissioners and the County in judicial, quasi-judicial, and administrative proceedings, as required.
- Advises and assists the County Attorney in legal matters and department operations.
- Coordinates inter-departmental meetings that impact specified areas of practice and makes recommendations on policy and budgetary impacts for review by the County Attorney.
- Performs additional duties as assigned to help achieve the goals and mission of Bernalillo County Government.
- Supervises and directs the work of attorneys and staff in the legal department.
- ***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 experience in 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 computers, telephones, calculators, facsimile machines, 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.