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Attorney

JOB CODE	JOB FAMILY	PROFILE
JCP402	**Executive Management**	**Attorney**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$69,451.00 - $109,720.00**	**February 17, 2026**

The Attorney serves as legal counsel reporting directly to the County Attorney. Reviews drafts of ordinances, resolutions, contracts, administrative policies, rules, regulations, and other documents required for County operations to ensure compliance with legal requirements.

Job Description

DUTIES AND RESPONSIBILITIES

- Acts as legal advisor to the County, working with elected officials, department directors, and other individuals who require legal counsel.
- Reviews drafts of ordinances, resolutions, contracts, administrative policies, rules, regulations, and other written documents required for County operations to ensure compliance with legal requirements.
- Drafts legally defensible documents for approval by the County Attorney and/or Deputy County Attorney.
- Researches and writes legal opinions on case law and administrative practices at the request of the County Attorney and/or Deputy County Attorney.
- Reviews policies and policy initiatives to ensure alignment with state and federal laws and regulations.
- Prosecutes criminal and civil cases in Metropolitan and District Court; represents the County in litigation, appellate matters, and criminal prosecutions as required; and represents County management and/or designated clients.

- ***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

- J.D. or L.L.B. degree, from an accredited academic institution, with a valid license to practice law in the State of New Mexico.
- Five (5) years of experience in the practice of law, which includes litigation and appellate experience, and the coordination of multiple issues relevant to areas assigned.

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.
- Demonstrate a "good standing" with the New Mexico State Supreme Court.
- Knowledge of laws and concepts relevant to the operations of county and state government.
- Employee must be current with minimum continuing legal education requirements and state license requirements.

WORKING CONDITIONS

- Indoor duties are performed in a temperature-controlled environment.
- Indoor duties are typically performed on an even and dry surface, which may be carpeted or tiled.
- Most duties are performed alone. May perform certain duties as part of a select team of individuals.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment used in performing duties includes: computer, telephone, calculator, facsimile machine, and photocopy machine.

- Materials and products handled in the performance of duties include: various documents, writing utensils, and an assortment of office supplies and equipment.