Human Resources
505.468.1500
415 Silver, 5th Floor
Albuquerque, New Mexico 87102
HR@bernco.gov
www.bernco.gov

Attorney Lead

JOB CODE	JOB FAMILY	PROFILE
JCM608	**Executive Management**	**Attorney Lead**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$101,192.00 - $159,786.00**	**August 28, 2026**

The Lead Attorney serves as legal counsel for the Board of County Commissioners, County management, and other elected officials. This position represents the County in litigation and legal proceedings, and provides legal advice on a wide range of issues. The Lead Attorney drafts and reviews ordinances, resolutions, contracts, policies, rules, regulations, and other documents to ensure compliance with local, state, and federal laws. This position also supervises internal legal staff, including hiring, training, performance evaluation, coaching, and disciplinary actions.

Job Description

DUTIES AND RESPONSIBILITIES

- Serves as legal counsel for the County, advising elected officials and County management on legal matters.
- Drafts and reviews ordinances, resolutions, contracts, administrative policies, rules, regulations, and other documents to ensure legal compliance.
- Prepares legal documents related to County operations and matters before courts, quasi-judicial, and administrative bodies.
- Leads and mentors internal attorneys by providing guidance, training, and delegated assignments.
- Supervises and coordinates the work of outside or contract counsel as assigned.
- Prepares legal opinions regarding statutory law, common law, and administrative practices at the request of the County Attorney.

- Represents the Board of County Commissioners, County management, and designated clients in state and federal courts, and before quasi-judicial or administrative bodies.
- Provides legal advice to County departments on matters including employment, labor, and land use law.
- Collaborates professionally with attorneys in the Legal Department, opposing counsel, and members of the public.
- Handles appellate court cases as assigned.
- Manages a variety of cases, including land use, constitutional law, property rights, procedural issues, deeds, zoning, easements, legislative interpretation, Metropolitan Detention Center matters, employment law, and discrimination cases under Title VII.
- Conducts legal research.
- ***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 (J.D.) or Bachelor of Laws (L.L.B.) degree from an accredited academic institution.
- Valid license to practice law in the State of New Mexico.
- Ten (10) years of experience in litigation, appellate law, and advising clients on legal compliance.

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.

WORKING CONDITIONS

- Performs duties indoors in a temperature-controlled environment.

- Works on even and dry surfaces, which may be carpeted or tiled.
- Performs most duties independently; some tasks may involve collaboration with a select team.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.
- Handles documents, writing utensils, and a variety of office supplies and equipment.