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

Attorney Senior

JOB CODE	JOB FAMILY	PROFILE
JCP603	**Executive Management**	**Attorney Senior**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$89,128.00 - $140,733.00**	**November 2, 2026**

The Attorney Senior serves as legal counsel to the Board of County Commissioners, County management, and other elected officials. Drafts and reviews ordinances, resolutions, contracts, administrative policies, and other legal documents to ensure compliance with applicable laws and regulations. Represents the County in judicial and administrative proceedings, and provides legal advice on a variety of complex issues affecting County operations.

Job Description

DUTIES AND RESPONSIBILITIES

- Serves as legal counsel to elected officials and County management on matters requiring legal advice or representation.
- Drafts and reviews ordinances, resolutions, contracts, administrative policies, rules, regulations, and other legal documents to ensure compliance with statutory and regulatory requirements.
- Prepares legal documents related to County operations and matters pending before courts, quasi-judicial bodies, or administrative agencies.
- Conducts legal research and analysis to support County functions and policy decisions.
- Prepares formal legal opinions at the request of the County Attorney regarding statutory, regulatory, and common law issues.
- Represents the Board of County Commissioners, County management, or other designated clients in state and federal courts, and before quasi-judicial or administrative bodies.

- Provides legal advice to County departments on employment, labor relations, land use, and other relevant legal matters.
- Collaborates with Legal Department staff, opposing counsel, and the public in a collegial and professional manner.
- Supervises or coordinates the work of outside or contract counsel 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

- 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.
- Demonstrated “good standing” with the New Mexico State Supreme Court.
- Five (5) years of experience in the practice of law which includes litigation, appellate experience, and the coordination of multiple assignments relating to litigation and advising clients on issues of legal compliance.

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

SUPPLEMENTAL INFORMATION

PREFERENCES

- Knowledge of law and concepts relevant to the operation of County government.

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

- 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 tile.
- Most duties are performed alone. May perform certain duties as part of a select team of individuals.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.
- Materials and products handled in performance of duties include: various documents, writing utensils and an assortment of office supplies and equipment.