

## **Chief Appellate Court Clerk Court of Appeals**

**The New Mexico Court of Appeals is seeking an experienced administrator to serve as its next Clerk of the Court.**

The Clerk of the Court works under the general direction of the Chief Judge and closely with the Judges. The Clerk of the Court's principal function is to oversee all the non-judicial management and administrative functions of the Court, including budget planning, fiscal operations and procurement, facilities management, and personnel and HR matters. The Clerk of Court is also responsible for serving as the Court's general counsel and records custodian under IPRA. In addition, the Clerk of Court manages all Clerk's Office operations, including acting as the main point of contact for legal practitioners and the public, processing procedural motions under delegated authority, closing cases through mandates, and providing legal recommendations to staff and judges.

The Court of Appeals has offices in Santa Fe and Albuquerque, New Mexico with regular travel between the offices required. The position may be primarily located in either location.

Required experience: (1) six years of advanced level management involving administrative matters such as budget, finance, procurement, human resources, and contracts; (2) six years practicing law as an attorney or law clerk, at least three of which involved appellate practice; and (3) three years supervising and managing a diverse staff. The salary range is \$101,416.64 - \$175,217.26 annually. Interested applicants should submit a New Mexico Judicial Branch Application for Employment, or a Resume and a Resume Supplemental form to: [jobs@nmcourts.gov](mailto:jobs@nmcourts.gov), AOC Human Resources Division, 202 E. Marcy Street, Santa Fe, New Mexico 87501. To view the complete job description and obtain the Judicial Branch Application for Employment or Resume Supplemental form, interested applicants should visit [www.nmcourts.gov/careers](http://www.nmcourts.gov/careers). The New Mexico Judicial Branch is an equal-opportunity employer.

**Application Deadline: April 30, 2025.**