

New Mexico Office of the Attorney General



ASSISTANT ATTORNEY GENERAL Open Government Division Full Time

Job Reference # 1058/1059

The New Mexico Office of the Attorney General, Open Government Division, is seeking applicants for several "At Will" (not classified) Assistant Attorney General positions for its Santa Fe office. Applicants should have at least 2 years' experience. An "At Will" position means any state employment which is exempt from the Personnel Act," NMSA 1978, Section 10-9-4. The employee serves at the pleasure of the New Mexico Attorney General.

The Open Government Division provides legal representation to nearly 100 state boards, commissions, and agencies. Assistant Attorneys General advise clients at public meetings, rule-making proceedings, and administrative disciplinary hearings; and represent these clients in court appearances and on a broad range of legal matters. In addition to representing state entities, Assistant Attorneys General have other responsibilities as assigned. The Division is involved in various fields of law, including: administrative and regulatory law; litigation and appellate matters; contract law; governmental procedures; and legislative analysis. The Division also reviews citizens' complaints filed pursuant to the Open Meetings Act (OMA) and the Inspection of Public Records Act (IPRA), provides information to the public on the state's Sunshine Laws, and is responsible for drafting Attorney General Opinions requested by legislators and state officials. The position includes regular interaction with clients and public officers, and some travel within the state will be required.

Salary is commensurate with experience. Practice in administrative law and public law is preferred, and applicants must be licensed to practice law in New Mexico. A cover letter, resume, writing sample and three professional references should be submitted to the hiring agent listed below. This posting will remain open until filled.

The Office of the Attorney General is an Equal Employment Opportunity (EEO) employer. Applicants selected for an interview must notify the office of the need for a reasonable accommodation due to any disability.

Please send complete applications to: The Office of the Attorney General
Attn: Sally Malavé, Director
Open Government Division
E-mail: smalave@nmag.gov Phone: (505) 490-4851