

**Third Judicial District Attorney
State of New Mexico**



Gerald M. Byers
District Attorney

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POSITION VACANCY ANNOUNCEMENT

- Position/Division:** **Assistant Trial Attorney**
(This is an at-will position. The elected District Attorney has final discretion on hiring and retaining for this position, including which qualifications and performance standards will apply.)
- Location:** Dona Ana County Building
845 N. Motel Blvd., Suite D
Las Cruces, NM 88007
- Salary Range:** \$54,30808-\$67,891/ Annually
(Hiring salary depends on experience and budget availability)
- Requirements:** J.D. degree and current license to practice law in New Mexico.
- Preferred Qualifications:** Legal experience totaling up to at least one (1) year.
- Job Duties:** Incumbent handles a variety of misdemeanors and lower-level felony cases, such as DWI's and bad check cases; does legal research for felony cases for higher level Attorney's; assists in trial teams; performs non-prosecution duties as assigned and performs other related job duties. Felony work is performed under supervision.
- Knowledge, Skills, and Abilities:** This position requires basic knowledge and skills in the areas of criminal prosecution, rules of evidence and rules of criminal procedure; public relations; organization; basic computer skills; ability to draft legal documents; ability to work effectively with other criminal justice agencies; ability to communicate effectively; ability to research and analyze information and situations. This position works independently and makes decisions within guidelines which include decisions to dismiss, proceed to trial or negotiate plea agreements. Seeks guidance from assigned supervisor and/or higher-level attorney's.
- Working Conditions:** Work is performed in office and courtroom environments. Physical effort and travel may be required. Incumbent may be required to work under stressful situations and/or conditions.
- Application Deadline:** **Until position is filled.**
- Submit Resume & Cover Letter to:** Whitney Safranek, Human Resources Administrator
wsafranek@da.state.nm.us