

Third Judicial District Attorney State of New Mexico

Gerald M. Byers

District Attorney



845 N. Motel Blvd.
Second Floor, Suite D
Las Cruces, NM 88007
575-524-6370
www.donaanacountyda.com

POSITION VACANCY ANNOUNCEMENT

Position/Division:	Deputy District Attorney (Position Classification Dependent upon experience) THIS IS AN AT WILL POSITION. THE ELECTED DISTRICT ATTORNEY HAS FINAL DISCRETION IN 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:	\$73,251.36-\$91,563.68/annually (Hiring salary depends on experience and budget availability)
Requirements:	Career prosecutor: Licensed attorney to practice law in New Mexico plus a minimum of six (6) years of relevant prosecution experience. Managing attorney: Licensed attorney to practice law in New Mexico plus a minimum of six (6) years of relevant prosecution experience, which should include two (2) years administrative/management experience.
Preferred Qualifications	Career prosecutor: Licensed attorney to practice law in New Mexico, plus eight (8) or more years of relevant prosecution experience. Managing attorney: Licensed attorney to practice law in New Mexico, plus eight (8) or more years of relevant prosecution experience, including three (3) or more years of administrative/management experience.
Job Duties:	Incumbent may prosecute all cases, including high level or high profile cases. Incumbent possesses expertise in one or more areas of criminal prosecution; leads special prosecutions assigned by the District Attorney; supervises or mentors other attorneys and/or staff. Incumbent may alternatively be a division/bureau head in a main or satellite office who handles cases as well as substantial administrative duties and tasks. Can act on behalf of the District Attorney as directed.
Knowledge, Skills, and Abilities:	The career prosecutor will have extensive and current knowledge in the areas of criminal prosecution; rules of evidence and rules of criminal procedure; organization and supervision; advanced trial skills; computer skills; audio-visual and office systems; ability to work effectively with other criminal justice agencies; ability to communicate effectively; ability to research/analyze information and situations. The managing attorney will have supervisory experience as well as specialized management training. Incumbent will have in depth knowledge of office policies and procedures, applicable employment laws and public relations skills. This position works with a high degree of autonomy and answers to the Chief Deputy or District Attorney. This position consults with the Chief Deputy and District Attorney on high profile cases.
Distinguishing Characteristics:	This is an advanced level position of the attorney series. It can be either the career prosecutor position or a management/administrative position.
Working Conditions:	Work is performed in an office, courtroom, community, or legislative environment. Some 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 Cover Letter and
Resume to:** Whitney Safranek, Human Resources Administrator
 wsafranek@da.state.nm.us