

THE VILLAGE OF RUIDOSO HAS AN OPENING FOR A VILLAGE ATTORNEY

THIS POSITION IS APPOINTED BY THE GOVERNING BODY AND HAS AN EMPLOYMENT CONTRACT

CLASSIFICATION SUMMARY

This position works under limited supervision and as directed by Village Manager or Governing Body. This position is an appointed position by the governing body and will have an employee contract that will cover wages, benefits, and term of employment. This position performs a variety of complex, high level administrative, technical and professional work. Position involves competing demands, performing multiple tasks, working to deadlines, and responding to Manager, Department Directors, and Governing Body on legal issues. Regular work hours are Monday – Friday 8 am to 5 pm with extended hours required for meetings. This position occasionally will need to work beyond normal business hours to meet deadlines. This is an exempt position reporting to the Village Manager and Governing Body.

JOB TITLE SUMMARY

This position performs legal prosecution work involving research, investigations, trials and appeals, EEOC complaints, reviews ordinances, writes and reviews contracts, lease agreements, and other activities. This position will provide legal counsel and representation to the various Village Departments, Village Manager, and Governing Body. This position will be required to attend all Council meetings, workshops, Planning & Zoning meetings, and other meetings as directed. This position will be required to fill the full range of prosecution functions for municipal court, traffic, code enforcement, and other prosecutorial issues.

ESSENTIAL JOB FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Performs a variety of complex, high level administrative, technical and professional work in prosecuting crimes, conducting civil lawsuits, drawing up legal documents such as but not limited to contracts, agreements, ordinances, lawsuits, pleadings, legal memoranda, and responds to all legal case on behalf of the Village of Ruidoso.
- Advises Village officials as to legal rights, obligations, practices other phases of applicable Local, State and Federal Laws.
- Reviews and provides input and suggestion to all Village policies and procedures to make sure that the Village is not violating any Local, State, or Federal Laws.
- Works closely and provides legal advice to the Village Manager and Governing Body.
- Plans and organizes workload, performs training for Manager and Department Directors on legal issues, ordinances, new laws, and provides case law as requested by Manager, Directors, or Governing Body.
- Oversees the prosecution of violations of Village ordinances in Municipal Court, prepares Municipal Court cases for trial, and advises police officers and other enforcement personnel.
- Assists department directors to see that all laws and ordinances are faithfully performed.
- Advises the Village Council of legal conditions, changes, and current and future trends which affect Village operations, and issues legal opinions.
- Attends all meetings of the Council, workshops, Planning & Zoning board, staff meetings, or other meeting of the public bodies or outside agencies as needed or required.
- Approves ordinances, resolutions, contracts, and agreements before going to Council as to legal form; provides legal advice as to substance.
- Drafts ordinances, water right documentation, resolutions, contracts, agreements, deeds, leases, franchises, etc.; reviews documents prepared by other agencies or parties.
- Conducts trials and negotiations with opposing counsel; appears in District Court and represents the Village of Ruidoso in competency proceedings.
- Gathers evidence in civil, criminal, and other cases to formulate defense or to initiate legal action.
- Conducts research, interviews Village staff and witnesses, and handles other details in preparation for trial.
- Prepares legal pleadings, motions, and briefs, develops strategy, arguments and testimony in preparation for presentation of cases. Files document with court, and attend and prosecute files on the merit.
- Municipal prosecutions prepares legal pleadings, motions, and briefs, develops strategy, arguments and testimony in preparation for presentation of municipal cases. Files document with court, and attend and prosecute files on the merit.
- Represents Village of Ruidoso in state and federal courts, and before quasi-judicial or administrative agencies of government.
- Interprets laws, rulings, and regulations for Village Manager, Directors, and Governing Body.
- Confers with colleagues with specialty in certain areas of law to establish and verify basis for legal proceedings; serves as a liaison between outside legal counsel and Village Governing Body on specialized legal issues.

OTHER RESPONSIBILITIES AND JOB DUTIES

- Recommends for adoption by the Village Council such measures that may be necessary or expedient.
- Prepares and submits to the Village Council such reports as may be required by the Governing Body or the Village Manager as required to submit.
- Reviews police reports, criminal complaints, and citations for legal significance; examines physical evidence; interviews witnesses; and develops strategy in preparation for presentation of cases for prosecution.
- Responds to questions and complaints received from the general public, local media, and Village employees and reports to Village Manager and/or Governing Body
- Must maintain a high level of computer abilities and keep up with changing technology.
- Completes personal timesheet accurately and timely. Ensures time is reported based on actual time worked.
- Ensures computer is backed up once a month and adheres to Village of Ruidoso IT Policies
- Ensures that any on-the job injury is reported immediately and followed up with appropriate forms and actions.
- Reports any suspected fraud and/or abuse to the Village Manager
- Ensures any reports of harassment are immediately reported and appropriate actions are taken.
- Attend meetings, trainings, and workshops as needed
- The above statements are not a complete list of all responsibilities and duties performed by employees in this job. Employees may perform other related duties and special projects as assigned.

QUALIFICATIONS

- Juris Doctor Degree in law and three (3) years of experience of practicing attorney
- Must be a member of the New Mexico State Bar Association, licensed to practice law in the state of New Mexico and remain active with all New Mexico Bar annual requirements.

- High level of computer skills and general technology required
- Excellent verbal and written communication skills and organizational skill required
- Adept at working under pressure with frequent interruptions and ability to change focus immediately
- Aptitude for exercising confidentiality, good judgment, diplomacy, and tact
- Considerable knowledge in all fields of government law, including but not limited to , Worker's Compensation, Tort Claims Act, public employment, open meetings, procurement, jails, elections, Federal laws pertaining to local government operations, public financing, criminal law, public works and buildings, public contracting, affirmative action, OSHA, solid wastes specializing in planning and water, Resource Conservation and Recovery Act, Fair labor Standards Act, Department of Labor rules and regulations, Clean Air and Water Acts, Civil Rights Ace, and Comprehensive Environmental Response, Compensation and Liability Act
- Knowledge of State of New Mexico statutes, rues, case law, and Federal rules and regulations
- Knowledge of hearings and trial court processed and protocols
- Knowledge of legal research methods, techniques, sources, databases and other research tools
- Knowledge of legal case management procedures and techniques
- Knowledge of principles and protocols for the evidentiary gathering of information, documents, financial records and other data that may be used in court and legal hearings
- Knowledge of protocols and strategies of negotiation and litigations
- Knowledge of principles of the development, refinement and presentation of legal strategies
- Knowledge of Village ordinances, codes, policies, resolutions, and agreements
- Knowledge of personal computer, three (3) years working experience (Word, Excel, Access, or compatible) including word processing, spreadsheet, and data base applications.
- Knowledge of proper phone etiquette
- Knowledge of basic office procedures and practices, grammar, and business English.
- Ability to use business and personal computers, and technical software applications
- Ability to prepare and analyze comprehensive legal documents
- Ability to carry out assigned projects to their completion
- Ability to communicate effectively verbally and in writing
- Ability to establish and maintain effective working relationships with Village Manager, Department Directors, Governing Body, court system, staff and public
- Ability to analyze, appraise and organize facts, evidence and precedents and to present such materials in a clear and logical form, both verbally and in writing.
- Ability to present oral and written information in a clear and concise manner
- Ability to present cases in court
- Ability to work in a fast paced, high stress environment
- Ability to exercise considerable judgment and discretion in establishing and maintaining good working relationships internally and externally.
- Skill in preparing briefs and other legal documents
- Skill in researching and identifying precedents in case law
- Skill in negotiating agreements, litigating cases in a legal hearing and courtroom seating
- Skill in effectively assessing, interpreting and applying criminal and civil laws to information, evidence and other data compiled
- Skill in utilizing and evaluating electronic legal research and on-line systems
- Skill in accessing and prioritizing multiple tasks, projects and demands
- Skill in interpreting technical instructions and analyzing complex variables
- Skill in utilizing standard office equipment, including personal computers, copying machines, microfiche readers, fax machines, CD riders, and scanner.
- Must be detail oriented.
- Must be highly motivated, organized and a self starter.
- Must be able to pass criminal history checks
- Must be willing to take and pass a drug/alcohol test and comply with agency "Drug Free" Policy.
- Must possess and maintain valid motor vehicle operator's permit of appropriate classification and endorsement as required. Must agree to maintain a satisfactory MVR and minimum requirement of insurability as required by law. MVR background checks will be conducted by the Village.

PHYSICAL DEMANDS

- Ability to maintain physical condition and stamina appropriate to the performance of assigned duties and responsibilities which may include sitting, standing, or walking for extended periods of time, driving or riding in car, bus or van, or other duties assigned.
- The usual requirements in an office environment may require lifting boxes of supplies, equipment, and occasional adjustments of office furniture.
- Frequently required to sit, talk or hear.
- Frequently required to stand, walk, run, use hands to finger, handle, or operate objects, controls, or computer or office equipment.
- Frequent to constant use of a personal computer
- Occasionally required to reach with hands and arms, climb or balance, stoop, kneel, crouch, and crawl.
- Occasional pushing, pulling, lifting and/or moving up to 25 pounds.
- Occasional bending or squatting required.

WORK ENVIRONMENT

- Possess ability to adapt to inclement weather conditions and/or situations.
- Noise level could be quiet to moderate in work environment.
- Ability to work in stressful environment and deal effectively with stress.
- Ability to perform duties and adapt to flexible work schedules as established by management.

TRAVEL REQUIREMENTS

- Normal travel – ability to travel for activities such as meetings, classes, and workshops in and out of the area.
- Must be able to travel by air as needed to attend training, conferences, and related activities.
- Overnight travel as required.

SALARY IS \$80,000 ANNUALLY BASED ON EMPLOYMENT CONTRACT. AN OFFICIAL VILLAGE OF RUIDOSO APPLICATION MUST BE SUBMITTED TO THE HUMAN RESOURCE DEPARTMENT OF THE VILLAGE OF RUIDOSO, 313 CREE MEADOWS DR., RUIDOSO, NM 88345. RESUMES WILL BE ACCEPTED BUT ONLY WITH AN APPLICATION. APPLICATIONS WILL BE ACCEPTED UNTIL 4:00 P.M. ON WEDNESDAY, FEBRUARY 29, 2012 POSITION IS FILLED. ALL PERSONS OFFERED ANY JOB WITH THE VILLAGE OF RUIDOSO SHALL BE DRUG/ALCOHOL SCREENED. REFUSAL TO SUBMIT TO A DRUG/ALCOHOL SCREEN WILL BE DEEMED AS A WITHDRAWAL OF APPLICATION BY THE APPLICANT.

FOR DEPARTMENTS USE ONLY:
DEPARTMENTS PLEASE FILL OUT THIS SECTION!

DATE & TIME POSTED: 01/24/12 8:30 a.m. _____ (Initial) DATE & TIME REMOVED: 02/29/12 4:00 pm _____ (Initial)