

Limited Practitioner



NEW MEXICO
**LAW OFFICES OF THE
PUBLIC DEFENDER**

Job Code

28031

FLSA Status

Nonexempt

Salary Range

\$25.58-38.38/hourly

Salary Grade

LP

LOCATION:

Travel may be required. Work location may vary by office location depending on business need.

Primary Location: Assigned Office or designated work location.

BARGAINING UNIT:

AFSCME/UNION INFORMATION:

- **Union Code: AN:** This position is not covered by a collective bargaining agreement.

OBJECTIVE SUMMARY:

Job Summary

Under the supervision and direction of an assigned licensed attorney a Limited Practitioner is expected to perform some or all of the duties outlined. Assists attorneys in preparing legal documents, conducting legal research, and handling administrative tasks. Limited Practitioners may also attend court hearings, trials, and client meetings to provide support to attorneys. They help with case preparation, including reviewing discovery, drafting motions, and organizing case files. Limited Practitioners are typically third year law students or recent law school graduates gaining practical experience.

KEY RESPONSIBILITIES:

Case Representation and Legal Expertise

- Researches and analyzes law sources such as statutes, recorded judicial decisions, legal articles, constitutions, and legal codes to prepare case accordingly.
- Researches relevant case law and statutory precedent.
- Prepares various types of correspondence.
- Drafts legal instruments, motions, pleadings, appeals, draft docketing statements correspondence, releases and agreements for review and filing by an attorney.

- Conducts Pre-Trial Interviews (PTI), takes witness statements.
- Attends and assists with negotiation and other meetings as requested.
- Keeps accurate files of correspondence and materials relating to cases.
- Maintains an up-to-date jury questionnaire, pulls jury trial panels, prepares trial notebooks, and attend trials.
- Attend seminars, training classes and review current professional literature to maintain and develop professional skills and knowledge.
- Performs related and other duties as assigned.

Teamwork

- Work is performed under the direction, guidance and supervision from more experienced colleagues and supervisor/manager.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Note: An employee with this classification may be required to perform duties of a lower classification without additional compensation. Employee will be required to show competence in lower level support staff classifications.

Competencies:

- High standards of professional responsibility, personal integrity, and effectiveness
- Collaboration Skills
- Communication Proficiency
- Problem Solving/Analysis
- Thoroughness.
- Time Management
- Fostering Teamwork
- Managing Change
- Client Focus
- Technical Aptitude
- Organizational skills
- Work ethic
- Client Orientation
- Results Orientation
- Flexibility
- Legal research and writing

EXTERNAL INTERACTIONS:

Court staff
Judges

Contract & Private Attorneys
Witnesses
Clients & family members
Law Enforcement
District Attorney's Office
Attorney General's Office
Adult and Juvenile Probation Offices
Treatment Providers

MINIMUM QUALIFICATIONS:

- Completion of a minimum of at least two years in an American Bar Association (ABA) accredited law school.

DESIRED EDUCATION AND EXPERIENCE FOR FULL PERFORMANCE:

- Law degree from an ABA accredited law school.
- Preference may be given to multilingual applicants fluent in English and other languages.

PHYSICAL DEMAND:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Consistent with the Americans with Disabilities Act (ADA) and the Pregnant Workers Fairness Act, it is the policy of The Law Offices of the Public Defender to provide reasonable accommodation when requested by a qualified candidate or employee with a disability, or limitation as it relates to, is affected by, or arising out of pregnancy, childbirth, or related medical conditions; unless such accommodation would cause an undue hardship.

ADA COMPONENTS:

Physical Demand	Frequency
Walking, Moving or Traversing	Occasionally 6%- 10%
Standing/Stationary	Occasionally 6%- 10%
Lifting	Occasionally 6%- 10%
Climbing (Ascend/Descend)	Occasionally 6%- 10%
Pulling/Position Self(to)	Occasionally 6%- 10%
Pushing/Position Self(to)	Occasionally 6%- 10%

Cramped or confined space	Occasionally 6%- 10%
Sitting/Stationary	Frequently 26%-50%
Driving	Frequently 26%-50%
Talking/Communicating	Frequently 26%-50%
Cognitive Thinking	Frequently 26%-50%
Hearing/Receive Information	Frequently 26%-50%
Kneeling/Position Self(to)	Occasionally 6%- 10%
Seeing/Perceiving/Observing	Frequently 26%-50%
Stooping Motions/Position Self (to)	Rarely 0%-5%
Reaching	Occasionally 6%- 10%
Interacting with others	Frequently 26%-50%

DECLARATION:

Please sign this declaration section as an acknowledgement that based upon your review of the qualifications and requirements for this position, I can perform these duties as outlined:

Applicant/Employee Signature: _____ **Date:** _____

Manager/Supervisor Signature: _____ **Date:** _____

HR Representative Signature: _____ **Date:** _____

JOB POSTING WEBSITE:

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