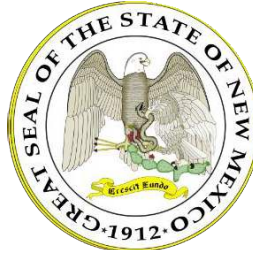


**Sixth Judicial District Attorney  
State of New Mexico**



**Norman R. Wheeler  
District Attorney**

**Hidalgo County**  
300 S. Shakespeare St.  
 Lordsburg, NM 88045  
575-542-3260

**Grant County**  
201 N. Cooper St  
Silver City, NM 88061  
575-368-1941

**Luna County**  
1110 W. Florida St.  
Deming, NM 88030  
575-546-6526

**INTERNAL AND EXTERNAL POSITION VACANCY ANNOUNCEMENT**

**Position/Division:** **Senior Legal Secretary  
(Full-time)  
(Position classification dependent upon experience)**

**Salary Range:** Range F \$21.94-\$27.42/hourly  
(Hiring salary depends on experience and budget availability)

**Job Duties:** Incumbent prepares legal documents and correspondence; performs advanced Case Management System (CMS) data entry; assists in trial preparation; attends court hearings; transcribes; maintains calendars; assists in office administrative functions; prepares and maintains case files; interacts with external agencies; provides advanced customer service; contacts witnesses; assists, trains and/or supervises other secretaries; and performs other related job duties.

**Knowledge, Skills, and Abilities:** This position requires considerable knowledge of the criminal justice system, general office equipment; effective typing, word processing skills and advanced knowledge of spreadsheet programs; advanced math, grammar and proof reading skills; advanced Case Management System (CMS) skills; advanced merge documents skills, legal document preparation skills, filing skills (e-filing), supervisory skills, and organizational skills; provides advanced customer relations skills; ability to communicate effectively and to follow directions and policies

**Requirements:** High school diploma or GED, plus three (3) years work experience in a related field.

**Preferred Requirements:** Four (4) years' work experience and/or education in a related field.

**Working Conditions:** Work is performed in an office environment. Some physical effort and travel may be required.

**Application Deadline:** **Friday, March 28, 2025 by 5:00 p.m.**

**Submit Cover Letter and Resume to:** 6th Judicial District Attorney's Office  
C/O Yvette Lomeli, District Office Manager  
201 N. Cooper St.  
Silver City, NM 88061  
[ylomeli@da.state.nm.us](mailto:ylomeli@da.state.nm.us)