

**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
575-388-1941

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

POSITION VACANCY ANNOUNCEMENT

Position/Division: Chief Deputy District Attorney

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.

Salary Range: \$108,208-\$148,787/annually
(Hiring salary depends on experience and budget availability)

Requirements: Licensed attorney to practice law in New Mexico, plus a minimum of six years as a practicing attorney in criminal law, plus a minimum of four (4) years' supervision/administration experience
Preferred Licensed attorney to practice law in New Mexico, plus a minimum of six years as a prosecuting attorney and six (6) years' supervision/management experience, preferably within the same District Attorney's office as the current position. Knowledge of office management/administration.

Qualifications: Supervision/management experience, preferably within the same District Attorney's office as the current position. Knowledge of office management/administration.

Job Duties: The primary role is management; however, incumbent may handle criminal cases at all levels. Incumbent will also mentor lower-level attorneys. Represents District Attorney at official functions and before legislative bodies. May interact with the media and the community at a case or policy level. Ensures compliance by all other employees with the District Attorney's policies and directives and advises the District Attorney on employment issues. Incumbent works with law enforcement at crime scenes; performs non-prosecution duties such as community outreach; participates on boards and task forces and other groups as assigned; provides training to law enforcement agencies as requested; performs other job-related duties.

Knowledge, Skills, and Abilities: This position requires extensive and current knowledge and skills in the areas of criminal prosecution; rules of evidence and rules of criminal procedure; public administration; public relations; organization and supervisory; computer and office systems including the applicable budget system; knowledge of office budget and funding process; ability to draft legal and other office management documents; ability to work effectively with other criminal justice agencies; ability to communicate effectively; ability to research/analyze information and situations.

Distinguishing Characteristics: This position is the highest administrative level of the attorney series and is characterized by the high level of trust, discretion and judgment vested in the incumbent by the District Attorney and the breadth of their responsibilities.

Working Conditions: Work is performed in an office, community, courtroom or legislative environment. Some physical effort and travel may be required. Incumbent may be required to work under stressful situations and/or conditions. Incumbent may be required to go to crime scenes.

Application Deadline: Until the position is filled.

Submit Application 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