

New Mexico Workers' Compensation Administration (WCA) – General Counsel

Compensation

Apply for more information

Open Until Filled

Job Description:

The New Mexico Workers' Compensation Administration seeks a seasoned legal professional to serve as its General Counsel. This position provides legal advice and guidance to the Director, agency leadership, judges, bureaus and staff on matters related to the Workers' Compensation Act, the Occupational Disease Disablement Act, public entity law, administrative law, procurement, rulemaking, records, litigation support and agency operations.

The General Counsel manages or advises on public records requests, subpoenas, discovery matters, contracts, administrative proceedings, regulatory compliance, policy development and statutory interpretation. The position provides practical, solution-oriented legal advice to internal stakeholders while ensuring compliance with ethical, professional and legal standards.

As a senior member of the agency, the General Counsel works closely with executive leadership, supervises assigned legal staff, coordinates with the Office of the Attorney General and other state agencies as needed, and supports agency initiatives, legislative priorities, rulemaking, public meetings and stakeholder-facing legal matters.

Candidates must hold a Juris Doctor from an ABA-accredited law school, possess at least ten years of relevant legal experience and be eligible for licensure in New Mexico.

Duties:

- Provides legal advice to the Director, agency leadership, judges, bureaus and staff on matters related to the Workers' Compensation Act, Occupational Disease Disablement Act, administrative law and agency operations.
- Responds to or advises on public records disclosure requests under IPRA in a timely and legally compliant manner.
- Handles or provides guidance on subpoenas, discovery requests, records requests and other legal process matters.
- Reviews, drafts, negotiates and approves contracts, agreements, memoranda of understanding and other legal documents.

- Advises on state procurement, public entity law, ethics, Open Meetings Act compliance, IPRA compliance and other legal requirements applicable to state agencies.
- Provides legal support related to administrative proceedings, including Director-level hearings, rulemaking hearings and other agency proceedings as assigned.
- Assists with litigation support and coordinates with the Office of the Attorney General, outside counsel or other legal partners as needed.
- Analyzes and provides practical, solution-oriented advice regarding complex legal issues in a variety of practice areas.
- Supports rulemaking, statutory interpretation, legislative analysis, bill review and policy development.
- Represents or supports WCA in administrative, regulatory or legal proceedings, with or without outside counsel, as appropriate.
- Collaborates with other state agency Offices of General Counsel, agency stakeholders and external partners as needed.
- Supervises assigned legal staff and supports the work of the agency's legal office.
- Participates in agency committees, special projects and administrative assignments as directed by the Director.
- Communicates regularly with the Director and executive leadership regarding legal issues, risk, pending matters and agency priorities.
- Demonstrates the ability to explain legal concepts clearly, effectively and accurately to non-lawyers.
- Attends continuing legal education seminars as necessary to maintain licensure and expand knowledge in relevant practice areas.
- Observes all professional rules of responsibility and performs work in accordance with the highest ethical standards.
- Conducts all work with integrity, professionalism and sound judgment.

Qualifications:

This position requires a minimum of ten years of legal practice experience in a relevant area, including experience in administrative law, public entity law, litigation, regulatory matters, employment law, workers' compensation, procurement, rulemaking or related legal fields.

Candidates must hold a Juris Doctor degree from an American Bar Association accredited law school, be a member in good standing of the bar of the state or recognized jurisdiction in which the individual practices law and have prompt eligibility for licensure and good standing in New Mexico.

Employment Requirements:

- Must possess/obtain and maintain a valid New Mexico Driver's License.
- Must possess and maintain a current Defensive Driving Course Certificate from the State of New Mexico or must pass and receive Defensive Driving Course Certification as a condition of continued employment.
- Employment is subject to all applicable State of New Mexico requirements, agency policies, and reference checks as required.

Working Conditions:

Work is performed primarily in an office setting with frequent use of a computer, phone, printer, scanner, digital records systems and other office equipment. The position may require extended periods of sitting, review of electronic records and participation in meetings, hearings, training or public proceedings.