



Cabinet Secretary Designate Wayne Propst
Deputy Cabinet Secretary Renee Ward

Governor Michelle Lujan Grisham

Legal Fellowship Opportunity (Office of General Counsel)

Position:	Legal Fellow
Location:	Santa Fe, New Mexico (In-Person)
Duration:	Two six-month terms
Application deadline:	July 26, 2025
Start date:	August 9, 2025
Position Status:	Governor's Exempt
Proposed Salary:	Up to \$65,000 per year (No Benefits)

Overview

The New Mexico Department of Finance and Administration's Office of General Counsel is pleased to offer an opportunity for a motivated and dedicated recent law school graduate to join our team as a Legal Fellow. This fellowship is intended for individuals who have graduated from law school within the past three years and have recently taken or are currently preparing to take the New Mexico Bar exam.

Key Responsibilities

The Legal Fellow will work directly under the supervision of the Deputy General Counsel and General Counsel, engaging in various legal tasks, including:

- Reviewing and analyzing joint powers agreements and settlement agreements.
- Handling inspections of public records requests.
- Drafting and reviewing grant agreements, contracts, and other agreements.
- Assisting with legal research, calendaring, and preparing legal documents
- Performing other duties as assigned by the General Counsel or Deputy General Counsel.

Qualifications

- Juris Doctor (J.D.) degree from an accredited law school.
- Recent graduate (within three years of graduation).
- Recent taker of the New Mexico Bar examination or currently taking the exam.
- Strong analytical, research, and writing skills.
- Ability to work collaboratively in a team environment.
- Excellent communication skills.

Preferred Qualifications



Cabinet Secretary Designate Wayne Propst
Deputy Cabinet Secretary Renee Ward

Governor Michelle Lujan Grisham

- Experience or coursework in administrative law, contract law, or public sector law.
- Familiarity with New Mexico state laws and regulations.
- Familiarity with Westlaw legal research products.

Working Conditions

The position is located in Santa Fe, New Mexico, and may occasionally require travel within the state. The fellow will work in a professional office setting and might need to work beyond regular hours to meet deadlines.

Application Process

Interested candidates should submit the following materials:

- A cover letter that shows interest in the fellowship and highlights relevant experience.
- A current resume.
- A list of three professional references.
- A writing sample demonstrating legal analysis and writing ability.

Please send application materials to dfalegal@dfa.nm.gov with Legal Fellowship in the subject line by July 26, 2025.

Equal Opportunity Employer

The New Mexico Department of Finance and Administration is an equal-opportunity employer. We celebrate diversity and are dedicated to fostering an inclusive environment for everyone.

This fellowship provides a unique chance to gain practical experience in public sector law and collaborate closely with seasoned legal professionals in a vibrant and supportive setting. We eagerly await your application.