

8TH Judicial District Attorney (Colfax County)

Legal/Information Technology Assistant

The 8th Judicial District Attorney Office is accepting applications for a full-time Legal/Information Technology Assistant.

Knowledge, Skills, and Abilities:

This position requires knowledge of the criminal justice system, some knowledge of information systems technology, systems applications; software applications; data base and networking principals; good typing, word processing skills and operational knowledge of spreadsheet programs, effective communication skills; ability to analyze and recommend solutions to basic systems situations, ability to organize and prioritize workloads; ability to manage multiple projects simultaneously; ability to effectively complete work projects to ensure user satisfaction, customer service skills and the ability to follow directions and policies.

Requirements:

Associate's degree or certification from a technical/vocational school in computer science or criminal justice; or two (2) years directly related to work experience and/or education in a related field.

Preferred Qualifications:

Associate's degree in computer science or related technical field plus one (1) year of work experience in directly related field, and A+ certification which can be substituted for equivalent experience and/or associates degree in criminal justice.

Salary:

Based upon experience and the current District Attorney Personnel and Compensation Plan. Range of salary begins at \$42,968 depending on experience.

Please submit resumes and letters of interest to Victoria Bransford, District Office Manager **on or before November 14, 2025** by mail to **105 Albright Street, Suite L, Taos, NM 87571** and/or by email to **vbransford@da.state.nm.us**