

**SUPREME COURT OF NEW MEXICO
ADMINISTRATIVE ASSISTANT 2**

Come work with us in the historic Supreme Court Building in Santa Fe!

The Supreme Court is accepting applications for an administrative assistant to serve as a member of the Court's administrative assistant team. The administrative assistant will work under the direct supervision of the Justices to organize the administrative activities of the chambers, provide customer service, coordinate projects, and perform clerical or administrative tasks.

For a detailed description of the job qualifications, duties, and application requirements, please visit the Careers webpage on the New Mexico Judiciary's website at <https://nmcourts.gov/jobs.aspx>.