



ASSISTANT CITY ATTORNEY

Salary Range:

\$62,473 - \$96,852 DOE/DOQ

City of Alamo
New Mexico



Are you a collaborative and service-oriented municipal attorney who can prosecute municipal ordinance violations, advise elected officials and department heads, and provide practical legal guidance in a fast-paced local government environment? **If so, apply to be the City of Alamo's next Assistant City Attorney!**

We're looking for an exceptional legal professional who is:

- Skilled in municipal law, litigation, and legal research
- Comfortable working across departments and advising public officials
- An effective communicator with strong writing and courtroom skills

Alamo offers big-city amenities with a welcoming small-town atmosphere — read on to learn more about this opportunity!

ABOUT THE COMMUNITY

Alamogordo is a vibrant and scenic community of approximately 32,000 residents located in southern New Mexico and often referred to as the “Gateway to White Sands National Park”. Nestled between the Sacramento Mountains and White Sands National Park, the community offers a unique blend of outdoor recreation, natural beauty, and small-town charm.

Residents enjoy access to hiking, biking, skiing, golfing, camping, and sightseeing throughout the year thanks to the area’s mild climate and proximity to mountain destinations such as Cloudcroft and Ruidoso. Alamogordo is also conveniently located within 60–90 minutes of Las Cruces and El Paso, providing residents with access to larger metropolitan amenities while maintaining a close-knit community feel.

GOVERNANCE & ORGANIZATION

The City of Alamogordo operates under a Commission–City Manager form of government. The Mayor is elected at-large for a four-year term, and the City Commission consists of six district-elected commissioners serving staggered four-year terms.

The City provides a full range of municipal services including:

- Public Safety
- Public Works and Utilities
- Parks, Recreation, and Community Services
- Legal and Administrative Services

The City employs approximately 300–375 employees and operates with a collaborative and service-driven organizational culture.



POPULATION

32,000



MEDIAN HOUSEHOLD INCOME

\$55,952



MEDIAN HOME VALUE

\$172,900

AVERAGE MONTHLY RENT

\$902

Tourism



History





ABOUT THE JOB

The City Attorney's Office provides legal counsel and representation to the City Commission, City Manager, boards and commissions, and all municipal departments. The department oversees prosecution of municipal ordinance violations, public records compliance, contracts, litigation coordination, and legal risk management.

Reporting to the City Attorney, the new Assistant City Attorney will:

- Prosecute municipal ordinance violations in Municipal Court
- Conduct legal research and provide written and oral legal opinions
- Draft and review contracts, ordinances, resolutions, and legal documents
- Advise City departments and officials on legal and regulatory matters
- Represent the City in court proceedings and administrative hearings

[FULL JOB DESCRIPTION](#)



DEPARTMENT STRUCTURE

Divisions within the department:

- City Attorney
- Assistant City Attorney
- Paralegal Support Staff
- Contracted Specialized Legal Counsel

ORGANIZATION QUICKFACTS



FULL-TIME STAFF MEMBERS

4



DEPARTMENT BUDGET

\$606,759
FY2026

KEY PROJECTS FOR 2026-2027

- Transitioning municipal court prosecutions to in-house legal staff
- Supporting public records and IPRA compliance efforts
- Assisting with contract review, ordinance drafting, and intergovernmental agreements
- Enhancing legal support for City departments and City Commission initiatives

IDEAL CANDIDATE

The ideal candidate will be an ethical, collaborative, and adaptable attorney with experience in municipal law, litigation, prosecution, or related public-sector legal practice. The successful candidate will demonstrate strong interpersonal and communication skills and the ability to work effectively with elected officials, department directors, staff, and the public.

The next Assistant City Attorney will possess excellent legal research and writing abilities, sound judgment, and the capacity to manage multiple priorities in a fast-paced environment. The City seeks a self-starter who values teamwork, transparency, professionalism, and public service. Experience with municipal court prosecution, public records requests, contracts, land use, procurement, or local government operations is highly desirable.



EXPERIENCE & QUALIFICATIONS

Required:

- Juris Doctor degree from an accredited law school
- Two (2) years of litigation experience (clinic litigation experience considered)
- Licensed to practice law in New Mexico, or ability to obtain licensure within one year
- Valid driver's license with acceptable driving record
- Must be bondable

Preferred:

- Municipal law experience
- Prosecution experience
- Experience advising public agencies or governmental entities
- Strong courtroom and public presentation skills

SALARY & BENEFITS

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Health Benefits: Medical, dental, vision, disability, and life insurance benefits are available. For the Assistant City Attorney position, medical and dental insurance premiums are shared on an 80/20 basis, with the City paying 80% of the cost for coverage up to the full family plan. The City also provides a \$50,000 Basic Life Insurance policy at no cost to the employee.

Paid Leave: Approximately 21.5 days of leave annually plus 10 paid holidays and one floating holiday

Retirement: Participation in applicable retirement and Social Security programs

Additional Perks: Flexible scheduling at department discretion, City-provided cell phone and laptop, professional development opportunities, and potential relocation assistance of approximately \$3,500-\$5,000

The City of Alamogordo values work-life balance and fosters a collaborative and supportive workplace culture.



HOW TO APPLY

Apply Here



For more information on this position, contact:

Michael D. Mallinoff, Esq.

Senior Vice President, Executive Recruitment

mdmallinoff@governmentresource.com | 443-336-5772



City of
ALAMOGORDO

The City of Alamogordo is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check and pre-employment drug test.