

Paralegal - Litigation support for Legal Assistance to LGBTQ+ Victims and Low Income Tax Clinic clients

Albuquerque, New Mexico

New Mexico Legal Aid seeks a Paralegal to provide support for its Low Income Tax Clinic and its Legal Assistance to Victims/Safe to Be You projects. New Mexico Legal Aid (NMLA) provides civil legal services to low income New Mexicans for a variety of legal issues including domestic violence/family law, consumer protection, housing, and benefits. NMLA has locations throughout the state.

The Low Income Tax Clinic assists people at or below 250% of the Federal Poverty Income Guidelines to contest adverse tax decisions. The Safe to Be You project provides legal assistance to LGBTQ+ people who have experienced discrimination and or violence because of their gender identity or sexual orientation. Both projects offer services statewide.

For this position the Paralegal will be responsible for:

- Maintaining client information in a database.
- Conducting intakes
- Communicating successfully and respectfully with clients.
- Collection of client data.
- Providing litigation support.

Requirements:

Qualifications include: At least three years' experience as a Paralegal is preferred but will consider exceptionally well qualified entry level candidates. Must be highly organized, familiar with electronic document tracking, able to effectively use computer technology including Microsoft products and remote communications systems, including shared on-line workspaces and web meeting and videoconferencing software, and to effectively collaborate with staff located in multiple offices. Candidates also must possess excellent written and oral communication skills, the ability to manage multiple tasks, and the skills to build collaborative relationships within the staff and the community served by NMLA. Proficiency in Spanish is a plus.

NMLA employees enjoy:

- Being unionized
- A great work environment
- Great benefits including generous leave
- Competitive salary and benefits package
- Telework option may be available

Applicants will be subject to a background check. Please do not let this deter you from applying. NMLA is committed to a strong workforce and will review records individually to determine whether a particular record will disqualify.

The position is covered by a collective bargaining agreement. Pay is determined by years of experience and is set by a union scale; [click here](#) to view the salary scale. NMLA provides a comprehensive benefits, holiday and leave packages. For information about NMLA's generous [benefits](#) and what it is like to work at NMLA [click here](#)

Provide a current resume, three references, and a letter of interest explaining what you would like to accomplish if you are selected for this position by [clicking here](#) to apply.

Salary: DOE, NMLA is an EEO Employer. **Application Deadline: 9/15/2022 or until filled.**
Resumes will be reviewed on a rolling basis.