



## Paralegal/Legal Assistant

Giddens + Gatton Law, P.C., has served New Mexicans since 1997. Our firm practices primarily in bankruptcy law and represents individuals, couples, farmers, business owners and creditors in solving issues related to debt and credit matters. We are focused on providing excellent client service and high-quality legal representation. We are also proud to support family-friendly policies in the workplace and have received Gold recognition for three consecutive years in the New Mexico Family Friendly Business Awards program.

Our firm focuses on these core values:

- Customer Focus
- Accountability
- Integrity
- Community
- Respect

Employment Status: Full-Time  
Hours: Mon-Thu, 8:00am to 5:00pm  
Fri, 8:00am to 4:00pm (work through lunch)  
Once training is completed, a flexible schedule and remote work may be permitted

### **Position Summary**

The Paralegal/Legal Assistant will support attorneys by gathering, organizing and preparing various documents and files for court cases. They may meet regularly with attorneys, clients or other legal professionals to gather helpful details about upcoming court cases. In addition, the paralegal/legal assistant will prepare legal documents such as contracts, briefs, appeals and pleadings. Duties may also include fact-checking information for cases by researching public records and other sources provided by clients, coordinating delivery of subpoenas and other legal documents, and calling on witnesses to testify during hearings.

### **Responsibilities**

- Communicates with clients
- Gathers documents and information to help build a case
- Conducts initial research to share with attorneys
- Manages all administrative responsibilities in the legal office
- Drafts the first copy of legal documents
- Organizes all legal documents in a confidential way
- Summarizes cases and prepares reports for attorneys

- Conducts research, investigates facts and develops legal arguments
- Drafts legal documents such as contracts, depositions and pleadings
- Prepares and files documents with the courts
- Organizes and archives documents related to completed and ongoing cases
- Keeps track of changes in legal framework and provides timely updates of these changes
- Tracks time accurately for billing hours

#### **Qualifications & Skills**

- Computer skills
- Research skills
- Ability to maintain confidentiality
- Strong written and verbal communication skills
- Organizational skills
- Communication proficiency
- Ethical conduct
- Flexibility
- Initiative
- Time management

#### **Required Education**

Graduation from high school or GED equivalent with specialized coursework in general office practices such as computers, typing and filing.

Interested candidates should email a cover letter and resume to [giddens@giddenslaw.com](mailto:giddens@giddenslaw.com).