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NOTICE OF JOB OPPORTUNITY

Announcement Date:	3/29/2024
Position:	Office of General Counsel Paralegal (Full-Time/40 hours/week)
Salary:	\$21 - \$24 per hour depending on experience and qualifications
Location:	Albuquerque, NM This position qualifies for partial telecommuting

POSITION OVERVIEW

The State Bar of New Mexico (SBNM) is a professional membership organization of attorneys licensed to practice law in New Mexico. The mission of the State Bar is to be a united and inclusive organization serving the legal profession and the public.

The SBNM seeks qualified applicants to join our team as a full-time (40 hours/week) **Office of General Counsel (OGC) Paralegal**. The successful incumbent will provide clerical and administrative support to the Executive Director, the General Counsel and the OGC Deputy Director. This position will support all functions of the OGC including all Regulatory Programs, Committees and Commissions, and other programs. \$21-\$24 per hour, depending on experience and qualifications. ***Generous benefits package included.*** This position qualifies for partial telecommuting. Qualified applicants should submit a cover letter and resume to HR@sbnm.org. *See below for details and application instructions.*

DUTIES AND RESPONSIBILITIES

- Manages the following programs with minimal supervisory oversight: Judicial Nominating Commission, Access to Justice Grant Fund process and Commission, Fee Arbitration, IOLTA, Bridge the Gap Mentorship, and the IPRA inquiry process.
- Under the direction of the OGC Deputy Director, provide administrative support as required.
- Performs general paralegal duties as assigned by the Office of General counsel.
- Responsible for tracking and managing contracts.
- Processes daily mail both physical and electronic.
- Responsible for data input and extraction into and out of CVO, including, but not limited to, course approvals and record updates.
- Responsible for electronic and physical file maintenance. This includes developing a filing system and ensuring ongoing maintenance of the system.
- Tracks communications going in to and coming out of the Office of General Counsel including those for Commissions, Committees and Regulatory Programs.
- Assists in correspondence to the New Mexico Supreme Court, government agencies, attorneys, course providers and other vendors as instructed.

- Expedites and resolves questions and concerns from attorneys, providers and other inquiries.

MINIMUM REQUIRED EXPERIENCE/QUALIFICATIONS

Associate's degree in relevant field and 2 or more years relevant experience. Paralegal Certificate.

REQUIRED SKILLS AND ABILITIES

- Excellent customer relations and communication skills, both verbal and written, for dealing with members of the public and attorneys.
- Ability to research, investigate, analyze, and solve problems.
- Clerical and organizational skills needed for program administration.
- Administrative skills, including ability to organize workload and effectively manage several areas of responsibility.
- Excellent computer skills including all Microsoft Office programs.
- Excellent attention to accuracy in data entry tasks.
- Ability to determine priorities and advise supervisors when conflicts in priorities exist.
- Ability to maintain composure in stressful situations.

CONDITIONS OF EMPLOYMENT

- Employees must be United States Citizens or eligible to work in the United States.
- Employment with the State Bar is on an "at-will" basis.
- Employees are required to adhere to all State Bar policies and procedures.
- The State Bar provides reasonable accommodation to applicants with disabilities.
- Occasional evening and weekend work may be required.
- Occasional travel may be required.
- This position qualifies for partial telecommuting. Partial telecommuting may not be available at all times during the year.

BENEFITS

The State Bar provides a generous benefits package to eligible employees including:

- Thirteen paid holidays
- Paid Time Off (PTO) in the amount of 20-32 days per year, depending on length of service (prorated for employees working less than 40 hours per week).
- Benefits plans includes:
 - Health Insurance
 - Dental Insurance
 - Group life insurance
 - Short Term and Long-Term Disability
 - Flexible Spending Account
 - Other Optional Benefits
- Retirement Savings (401k)
- Wellness Benefit Program
- Employee Assistance Program

APPLICATION INFORMATION

Qualified applicants **must submit a cover letter and resume by email to hr@sbnm.org**

Please use the following naming convention in your subject line: "Your Name" – OGC Paralegal

Applications must be submitted in ONE PDF document.

Illegible, incomplete and/or incorrectly submitted applications may result in loss of consideration for the position. Zip files will not be accepted. Only qualified applicants will be considered for this position and are encouraged to apply. Only applicants selected for an interview will be contacted and must travel at their own expense. The State Bar of New Mexico reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the State Bar may select a candidate from the original qualified applicant pool.

*By submitting an application, you are certifying that information set forth in your application is true and complete. Any falsified or misrepresented statements in any detail, at any time during the pre-hire process shall be considered sufficient cause for disqualification from further consideration for hire or for dismissal at any time, if employed.
This position is not eligible for relocation assistance.*

THE STATE BAR OF NEW MEXICO IS AN EQUAL OPPORTUNITY EMPLOYER

