

Pregenzer Baysinger Wideman & Sale, P.C. has an opening for a full-time Paralegal in their Uptown Albuquerque office. Experience in probate, estate planning, and guardianships/conservatorships preferred.

Duties/Responsibilities include:

- Document and case management (including acquisition, review, summarizing, and indexing of same)
- Drafting pleadings, correspondence and related documents
- Maintaining and monitoring docketing calendars
- Oral and written communication with clients, counsel, and contacts
- Extensive communication with clients, court personnel, and attorneys
- Trial preparation

Required Skills/Abilities:

- Paralegal degree/certificate
- Ability to multi-task
- Strong litigation support skills
- Prior experience with and current working knowledge of State and Federal District Court rules and filing procedures
- Familiar with use of electronic databases and legal-use software technology
- Highly organized and detailed oriented
- Knowledge of State and Federal Court rules and filing procedures
- Ability to work independently and under strict deadlines
- Exceptional computer skills and extremely proficient in Microsoft Office Suite.

Benefits include health, dental, 401(k) plan, and PTO. Great office team culture. To be considered, please email cover letter, resume, three professional references, and salary requirements to:

[jsakiewicz@pbwslaw.com](mailto:jsakiewicz@pbwslaw.com)