

Paralegal – Native American Program (NAP)

Santa Ana Pueblo (Bernalillo), New Mexico

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, Tax and benefits. NMLA has locations throughout the state including Albuquerque, Santa Fe, Las Cruces, Gallup, Roswell, Silver City, Clovis, Hobbs, Las Vegas, Taos, and Santa Ana Pueblo.

New Mexico Legal Aid seeks a Paralegal for the Native American Program (NAP). The position will be based in the Santa Ana office, and may require travel. The supervisor will be the Litigation/Casework Manager.

NAP handles cases and matters in several jurisdictions involving federal Indian law and tribal law issues, including representation of low-income individuals in tribal courts and other forums, which may include:

- Family law
- Consumer law
- Criminal law
- NAP conducts outreach to tribal and Pueblo communities.

For this position, the Paralegal under the direction of the Litigation/Casework Manager will:

- Process intakes.
- Contact clients.
- Send referrals to other support service agencies.
- Draft pleadings and letters.
- Calendar all hearings and scheduled events.
- Support attorneys.
- Engage in outreach.
- The Paralegal may be required to:
 - Conduct applicant intakes
 - Collect client data,
 - Provide litigation support

We seek highly motivated candidates who are passionate about justice and strongly committed to helping NMLA better serve our client communities.

Requirements:

- At least three years' experience as a Paralegal is preferred, but NAP will consider exceptionally well-qualified entry-level candidates.
- Must be able to effectively use computer technology and remote communications systems, including web meeting and videoconferencing software.
- Familiar with electronic document tracking and Microsoft products.
- Ability to maintain confidential client information..
- Possess effective written and oral communication skills
- Ability to manage multiple tasks.
- Organized.
- Have skills to build collaborative relationships within the staff and the community served by NMLA-NAP
- Able to communicate successfully and respectfully with clients.
- Preference may be given to qualified candidates who speak one or more of the Pueblo languages.
- NMLA strongly encourages tribally enrolled members to apply.

Applicants will be subject to a background search. Please do not let this deter you from applying. NMLA is committed to a strong workforce and recognizes that persons with marks on their record may still be able to perform admirably.

NMLA employees enjoy:

- Being Unionized
- A great work environment
- Great benefits including generous leave package
- Competitive salary

Pay is based on experience. For information about NMLA's generous benefits, salary scales and what it is like to work at NMLA A [click here](#).

Applicants must submit a current resume and a cover letter in order to be considered. Your cover letter should explain your interest in this position and the mission of NMLA. Apply by [clicking here](#) to apply. As an alternative, you can email the applicant packet to jobs@nmlegalaid.org.

Salary: DOE, NMLA is an EEO Employer. **Applications will be reviewed on a rolling basis until filled**