

# **New Mexico Legal Aid Seeks a Paralegal for its Economic Security Practice Group to focus on assistance to applicants for Supplemental Security Income (SSI) for the disabled**

New Mexico Legal Aid is a statewide not-for-profit law firm whose mission is meeting the legal needs of low-income New Mexicans. We seek a Paralegal to assist clients in the application and appeal process for Supplemental Security Income (SSI) before the Social Security Administration.

The client population will be young adults aging out of foster care and older adults, all of whom are unable to obtain employment due to their disabilities. The work will include assisting them with applications for SSI, taking denials to administrative hearings, and following up with denials after hearings. The successful candidate will work closely with attorneys on staff to learn the standards for successful applications and hearing presentations.

The successful candidate will be highly organized, familiar with electronic filing, document tracking and Microsoft products, and able to maintain client information in a database, conduct intake, communicate successfully and respectfully with clients, collect client data, possibly represent clients before administrative law judges, and provide litigation support. The position may be based in any of our offices.

Requirements: At least three years' experience as a Paralegal, with experience before administrative agencies, is preferred but will consider exceptionally well qualified entry level candidates. Experience obtaining and analyzing medical records preferred.

Must be able to effectively use computer technology 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.

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.

The position is covered by a collective bargaining agreement. Pay is determined by experience. [Click here](#) to see the pay scale. [Click here](#) to see an explanation of our benefits.

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

NMLA is an EEO Employer. **Application Deadline: September 15, 2022 or until filled.**  
**Applications will be reviewed on a rolling basis.**