

**STATE OF NEW MEXICO  
SECOND JUDICIAL DISTRICT COURT  
HUMAN RESOURCE OFFICE  
400 Lomas Blvd. NW (Third Floor/Room 325)  
Albuquerque, NM 87102**

**J O B   A N N O U N C E M E N T**

**JOB CLASSIFICATION:** PARALEGAL (FT PERM) #00054621

**ASSIGNMENT LOCATION:** CENTER FOR SELF HELP AND DISPUTE RESOLUTION DIVISION

**RANGE:** Range II; \$19.616 hourly (80% compa-ratio) to \$24.52 (100% compa-ratio)  
Current Employees Refer to NM Judicial Branch Personnel Rules

**WORKING DAYS/HOURS:** Monday through Friday 8:00 a.m. - 5:00 p.m. - Occasional Evenings and Weekends

**CLOSING DATE:** May 6, 2022 at 5:00 p.m.

**TO APPLY:** Apply at or send application or resume supplemental form with proof of education to [2ndjobapply@nmcourts.gov](mailto:2ndjobapply@nmcourts.gov) or the above address. Applications not including copies of information requested on the employment application will be rejected.

**SUMMARY OF POSITION:**

Acting under general supervision of an attorney or a District or Metropolitan judge performs highly skilled non-routine legal support work in a legal office or court setting.

**EXAMPLES OF JOB DUTIES:**

- The Paralegal is responsible for performing advanced legal research and interviewing clients, pro se litigants and attorneys, managing cases, composing legal correspondence, to identify relevant legal issues.
- Provides appropriate legal forms, procedural information and referrals according to court rules and guidelines.
- Performs a variety of paralegal duties in specific areas of law.
- Reviews court rules, analyzes circumstances, and makes recommendations on complex situations and how to address non-routine issues that may fall outside of court guidelines.
- Assists customers to explain the legal circumstances, court rules and regulations for those whom choose to represent themselves without an attorney.
- Performs advance legal factual research.
- Prepares legal pleadings and draft contracts, reports, correspondence and routine orders.
- Develops and manages arbitration and settlement facilitation program(s).
- Attends court hearings, mediations and other proceedings.
- Presents and train others in Continuing Legal Education and other trainings or educational programs.
- Keeps judges informed regarding proposed court rules, statutes, procedures, and law changes.
- Works with IT personnel and provides resources to others regarding automation systems.
- Reviews case history, prepares and organizes appointments and referrals for arbitration and mediation.
- Provides customer service and information to the public, other state agencies, and assists attorneys in the delivery of legal services.
- Revises court forms to ensure they are in compliance with New Mexico Statutes and court rules.
- Provides referral information.
- Ensures intake forms from each customer interviewed are accurate and complete.
- Coordinates the timely processing of documents.
- Answers telephones and provides information as needed.

- Manages office files and records.
- Maintains daily cash drawer.
- Calendars hearings and prepares statistical reports.
- Coordinates with other agencies and court staff to manage cases and case documents.
- Prepares agendas, schedules appointments and meetings.
- Manages administrative minutes.
- Serves as a liaison with other court staff, state agencies, and the public and provide assistance to other legal divisions as requested.
- Performs bill analysis and design and implements improvements to assigned special programs.
- May serve as a Court Monitor.
- Other duties as assigned.

**COMPETENCIES/QUALIFICATIONS:**

The successful applicant should demonstrate knowledge in authorized and unauthorized practices of law; legal terminology and procedures; court rules, policies, and operations; case management systems and applicable software; New Mexico Statutes Annotated (NMSA); forms of opinions and legal writing styles; The Gregg Reference Manual, Lexis, Westlaw, Westcheck, etc.; Supreme Court Rules and Regulations; New Mexico One Source; New Mexico Judicial Branch Personnel Rules and other legal reference materials; differentiating court procedures versus legal advice, sources for fact gathering, data collection, and retrieving information.

**MINIMUM QUALIFICATIONS:**

A Paralegal shall have several qualification options; however, all shall be in accordance with the State Bar of New Mexico, Rules Governing Paralegal Services, Paralegal qualifications, Rule 20-115. [Approved, effective January 30, 2004.]

A paralegal shall meet one or more of the following educational, training or work experience qualifications:

A. graduation from a paralegal program that is:

- (1) approved by the American Bar Association;
- (2) an associate degree program;
- (3) a post-baccalaureate certificate program in paralegal studies; or
- (4) a bachelor's degree program;

B. graduation from a post-secondary legal assistant program which consists of a minimum of sixty (60) semester hours or equivalent, as defined by the American Bar Association guidelines for the Approval of Paralegal Education Programs, of which at least eighteen (18) semester hours or equivalent are general education courses and eighteen (18) semester hours or equivalent are legal specialty courses;

C. a Bachelor's degree in any field, plus (two) 2 years of substantive law-related experience under the supervision of a licensed attorney. Successful completion of at least fifteen (15) semester hours of substantive paralegal courses may be substituted for one year of law-related experience;

D. graduation from an accredited law school and not disbarred or suspended from the practice of law by the State of New Mexico or any other jurisdiction;

E. certification by the National Association of Legal Assistants, Incorporated, the National Federation of Paralegal Associations, Incorporated or other equivalent national or state competency examination plus at least one (1) year of substantive law-related experience under the supervision of a licensed attorney; or

F. a high school diploma or equivalent plus seven (7) years of substantive law-related experience under the supervision of a licensed attorney.

## **WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

The following functions are representative, but not all-inclusive of the work environment and physical demands an employee may expect to encounter in performing tasks assigned to this job. Work is performed in an office or court setting. A valid driver's license and travel may be required. The assigned work schedule may include nights, weekends, holidays and overtime. The employee must regularly interact positively with co-workers, clients, the public, and judges and justices.

*\*Please visit <https://www.nmcourts.gov> for a complete job description*

## **BENEFITS**

- Medical/Dental/Vision/Rx, Short and Long Term Disability Insurance Programs, employee assistance program (EAP) [<http://www.mybenefitsnm.com/>]
- State paid life insurance, supplemental and dependent life insurance
- Optional flexible spending accounts for medical, day-care, and travel expenses
- Paid Vacation, Sick and Personal Leave, up to eight (8) weeks
- Ten (10) paid holidays
- Up to twelve (12) weeks of paid parental leave
- Deferred Compensation 457(b) plan
- Lifetime Defined Benefits Retirement Plan [<http://www.nmpera.org/>]
- Flexible work schedules and alternative work locations\*
- Free health care, Rx, lab work at facility (Stay Well Health Center) in Santa Fe, NM
- Bilingual compensation\*
- Training and career development opportunities
- Higher education opportunities and educational leave
- May qualify for the Public Service Loan Forgiveness Program (PSLF)
- May receive overtime holiday or shift differential pay\*
- May receive physical fitness leave\*

\*these benefits vary by job classification or need\*

**State of New Mexico  
Second Judicial District Court  
Human Resource Office  
400 Lomas Blvd NW (Third Floor/Room 325)  
Albuquerque, NM 87102  
Telephone:505-841-6797  
Email: 2ndjobapply@nmcourts.gov**

**The Second Judicial District Court is an Equal Opportunity Employer and applicants selected for an interview must notify the Human Resource Division of the need for an accommodation.**