

Paralegal – Consumer Law Practice Group Statewide

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.

Consumer matters underpin many of the issues NMLA clients face and can take many forms. The Consumer Law Practice Group assist New Mexicans facing a variety of consumer related matters from debt collection defense, garnishment, by car sales, credit reporting issues, and a variety of other areas.

New Mexico Legal Aid seeks a Paralegal to provide support for attorneys across New Mexico Legal Aid in our Consumer Law Practice Group. Responsibilities will be statewide. Due to the range of service area, this position may be housed in any of NMLA's statewide office locations.

The attorney will report to the managing attorney of the Consumer Law Practice Group and the office manager.

For this position, the Paralegal, under the direction of the Consumer Law Group Managing

The duties of the Consumer Law Practice Group Paralegal will be to:

- Process intakes
- Draft legal documents
- Litigation Support including court filings
- Maintain client information in a database
- Maintain client files
- Communicate successfully and respectfully with clients and attorneys
- Arrange and coordinate community education events, and
- Handle volume mailings.
- Support attorneys in preparation for court

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

Essential Requirements:

- Experience as a Paralegal. However, we will consider exceptionally well-qualified entry-level candidates.
- Have, or quickly be able to develop, expertise in consumer law.
- Be able to use computer technology and remote communications systems effectively, including shared on-line workspaces, web-based meeting platforms, and video-conferencing software.

- Be able to collaborate with staff located in multiple offices and the community served by NMLA.
- Have excellent written and oral communication skills.
- Be flexible and be able to manage multiple tasks and meet deadlines.
- Be able to travel regularly throughout the State.

Preferred Qualifications:

- Proficiency in Spanish is a plus.

Applicants will be subject to a background check. 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 dependent experience. For information about NMLA's generous benefits, salary scales and what it is like to work at NML A [click here](#).

Applicants must submit a current resume and a cover letter in order to be considered. Your cover letter should include the ways in which you satisfy the skills and qualifications specified above and explain your interest in this position and the mission of NMLA. **Your application will not be considered unless we receive both of these documents.** To apply [click here](#).

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