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## NOTICE OF JOB OPPORTUNITY

Announcement Date:	06/18/2026
Closing Date:	Until Filled
Entity:	New Mexico State Bar Foundation
Position:	2 Helpline Staff Attorney (Full-Time)
Full-Time Salary:	\$70,000 - \$80,000/annually (depending on experience and qualifications)
Location:	Albuquerque, NM (travel possibly required) Flexible location <u>within New Mexico</u> (Possible 100% remote work within NM)

### **POSITION OVERVIEW**

Are you tired of billable hours? Would you love not to have to go to court? Do you enjoy interacting with and helping people? If you answered yes, then Helpline attorney work may be the perfect fit for you! Due to the retirement and promotion of two of our current helpline attorneys, the **New Mexico State Bar Foundation seeks two Full-Time (40 hours/week) helpline staff attorneys – one for its Modest Means Helpline (MMH) and one for the Legal Resources for the Elderly Program (LREP).** Most of the work can be performed remotely from within New Mexico, with occasional mandatory office days. The position includes an excellent benefits package and competitive salary for legal work in the non-profit sector. Duties include providing legal advice and brief legal services over the phone to New Mexico residents, most of whom have moderate or low income (although LREP does not have any income criteria for services).

The ideal candidates for both helpline positions will have knowledge in the following areas: real property, probate and estate planning. Additionally, for the MMH position, the ideal candidate will also have knowledge of small business law. Other less critical but helpful areas of knowledge include landlord-tenant, consumer law/debtor rights, domestic relations, powers of attorney, and public benefits (i.e. Social Security, Medicaid, Medicare). Attorneys may conduct virtual legal webinars for the public. Applicants must be licensed to practice law in New Mexico, and able to work as part of a busy team in a fast-paced environment. Excellent customer service and computer

skills are required. Fluency in Spanish is a plus as is a demonstrable interest in the above-referenced areas of law and issues affecting the lower-income community.

To be considered, **applicants must submit a cover letter and resume to [hr@sbnm.org](mailto:hr@sbnm.org)** In your **cover letter, please explain why you are interested in working as a helpline attorney.** EOE. See below for details and application instructions.

### **DUTIES AND RESPONSIBILITIES**

- Assist clients through the telephone helplines by providing general legal information and case-specific legal advice and performing brief legal services.
- Determine whether a referral to a private attorney for full or limited pro bono representation would benefit the client and work with referral staff to complete the referral.
- Conduct virtual legal workshops.
- Assist in developing and maintaining educational materials to assist clients.
- Maintain up-to-date knowledge in relevant areas of civil law.
- Assist with program administration as requested.

### **MINIMUM REQUIRED EXPERIENCE/QUALIFICATIONS**

- Must be licensed to practice law in New Mexico and in good standing with the State Bar of New Mexico.
- Must be eligible for coverage under the organization's professional liability insurance.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Basic knowledge of New Mexico courts, jurisdiction, procedures, and practices.
- General knowledge of Microsoft Office programs including Word, Outlook, Excel, Teams, and Power Point, plus a willingness to learn and utilize various case management systems.
- Ability to assess factual situations described by lay persons to determine legal or procedural issues involved and an appropriate remedy or solution.
- Ability to communicate information to clients who have very limited or no legal knowledge.
- Ability to conduct presentations and respond to questions from members of the audience.
- Ability to maintain composure in stressful situations.
- Ability to follow specific program protocols across a high volume of cases.
- Utilize effective customer relations and communication skills, both verbal and written, in dealing with program participants, attorneys, adverse parties, and staff of various in-house or outside programs.
- Administrative skills, including ability to organize workload, determine priorities, and effectively manage several areas of responsibility.

## **PREFERRED EXPERIENCE/QUALIFICATIONS**

- Fluency in Spanish.
- Basic knowledge of several areas of civil law, with a particular preference for:
  - Real Property
  - Probate/estate planning
  - Small business (Modest Means Helpline position only)
- Additional helpful experience includes:
  - Domestic Relations
  - Landlord-Tenant
  - Consumer Law and Debtor Rights
  - Public Benefits

## **CONDITIONS OF EMPLOYMENT**

- Employees must be United States Citizens or eligible to work in the United States.
- Employment with the State Bar is on an “at-will” basis.
- Employees are required to adhere to all State Bar policies and procedures.
- Travel and some overnight stays may be required.
- The State Bar provides reasonable accommodation to applicants with disabilities.
- This position qualifies for telecommuting.

## **BENEFITS**

The State Bar provides a generous benefits package to full-time employees including:

- Fourteen paid holidays
- Paid Time Off (PTO) in the amount of 20-32 days per year, depending on length of service.
- Benefits plans including:
  - Health insurance
  - Dental Insurance
  - Vision Insurance
  - Group life insurance
  - Flexible Spending Account
  - Retirement Savings (401k)
  - Wellness Benefit Program
  - Employee Assistance Program

## **APPLICATION INFORMATION**

Qualified applicants **must submit a cover letter and resume by email to [hr@sbnm.org](mailto:hr@sbnm.org).**

*Please use the following naming convention in your subject line: “Your Name” – Staff Attorney*

***Applications must be submitted in ONE PDF document.***

*Illegible, incomplete and/or incorrectly submitted applications may result in loss of consideration for the position. Zip files will not be accepted. Only qualified applicants will be considered for this position and are encouraged to apply. Only applicants selected for an interview will be contacted and must travel at their own expense. The State Bar of New Mexico reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the State Bar may select a candidate from the original qualified applicant pool.*

*By submitting an application, you are certifying that information set forth in your application is true and complete. Any falsified or misrepresented statements in any detail, at any time during the pre-hire process shall be considered sufficient cause for disqualification from further consideration for hire or for dismissal at any time, if employed.*

*This position is not eligible for relocation assistance.*

**THE STATE BAR OF NEW MEXICO IS AN EQUAL OPPORTUNITY EMPLOYER**