

PARALEGAL DIVISION JOB BANK GUIDELINES

The Paralegal Division of the New Mexico State Bar provides the following guidelines and requires your agreement to these guidelines prior to any posting on the web page:

1. The Paralegal Division will advertise position openings on the free job bank on their web page at <http://www.nmbar.org> – click on “About Us” and follow the Division links until you reach our section.
2. Job announcements will be accepted only in typed ready-to-print format with contact information included via e-mail to the Paralegal Division’s e-mail address for job bank correspondence: pd-JobBank@sbnm.org.
3. All job announcements are posted as soon as possible after receipt of announcement text and executed guidelines, usually within 2-3 days. Corrections, additions or deletions will be posted as soon as possible after receipt, usually within 2-3 days.
4. Job announcements will automatically expire at the end of the second week of publication unless an e-mail request is received for extension prior to the end of the second week. Thereafter, one extension of two weeks will be permitted for any job announcement. This allows a maximum of four weeks posted during any quarter for a practitioner or firm.
5. Advertisements will only be accepted for “paralegal” and “legal assistant” positions. The Paralegal Division declines to post advertisements for any other support positions such as legal secretary, runner or clerical positions. The Division does not post job listings from employment agencies or recruiters.
6. Advertisements will be accepted for “positions available” only. The Paralegal Division will not post any “positions wanted” advertisements at this time.

The Paralegal Division of the New Mexico Bar posts job/position announcements for paralegals and legal assistants strictly as a service to the legal community. The Paralegal Division is not responsible in any way for the ad content, does not conduct screening, connect, intervene or participate in the process beyond the courtesy posting of the job announcement.

I have read the above and foregoing Guidelines and agree to the contents thereof.

Dated this ____ day of _____, _____.

[Please provide firm name, name of person accepting guidelines, title, address, phone and fax numbers and e-mail address.]