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## NOTICE OF JOB OPPORTUNITY

Announcement Date:	5/12/2026
Position:	OGC Legal Assistant (Full Time)
Salary:	\$20 - \$24 per hour depending on experience and qualifications
Location:	Albuquerque, NM This position qualifies for partial telecommuting

### POSITION OVERVIEW

The State Bar of New Mexico (SBNM) is a professional membership organization of attorneys licensed to practice law in New Mexico. The mission of the State Bar is to be a united and inclusive organization serving the legal profession and the public.

The Office of General Counsel (OGC) is a professional office that protects the legal and policy interests of the State Bar of New Mexico.

The SBNM seeks qualified applicants to join our team as a full-time (40 hours/week) **OGC Legal Assistant**. The successful incumbent will provide clerical and administrative support to the Office of General Counsel. \$20-\$24 per hour, depending on experience and qualifications. ***Generous benefits package included.*** This position qualifies for partial telecommuting. Qualified applicants should submit a cover letter and resume to [HR@sbnm.org](mailto:HR@sbnm.org). *See below for details and application instructions.*

### DUTIES AND RESPONSIBILITIES

- Serve as a point of contact for members of the public seeking information about the Client Protection Fund and Fee Arbitration program as well as provide assistance with filing a claim.
- Track project timelines, action items, and deliverables, ensuring timely follow-up and completion.
- Plan and support meetings and events for the Client Protection Fund, committees and commissions, including agenda preparation, materials management, and logistical coordination.
- Respond to inquiries by email, mail, and phone in a timely and professional manner.
- Monitor and track IOLTA remittances and reporting.
- Administratively support Bridge the Gap, Access to Justice Fund Grant process, committees and commissions.
- Maintain records, calendars, and program documentation related to assigned initiatives, committees, and events.
- Provide administrative support for the Executive Director and Human Resources Department.
- Other administrative tasks as requested by the Office of General Counsel.

## **OTHER RESPONSIBILITIES:**

- May participate in specialized studies or projects.
- Assist with the preparation of the CPF annual report.
- Prepare check requests, refund requests and other paperwork as needed.
- Perform other job-related duties as assigned.

## **MINIMUM REQUIRED EXPERIENCE/QUALIFICATIONS**

High School Diploma and 2 or more years relevant experience.  
Associate's degree preferred. *Litigation experience as legal assistant preferred.*

## **REQUIRED SKILLS AND ABILITIES**

- Excellent customer relations and communication skills, both verbal and written, for dealing with members of the public and attorneys.
- Ability to research, investigate, analyze, and solve problems.
- Clerical and organizational skills needed for program administration.
- Administrative skills, including ability to organize workload and effectively manage several areas of responsibility.
- Excellent computer skills including all Microsoft Office programs.
- Excellent attention to accuracy in data entry tasks.
- Ability to determine priorities and advise supervisors when conflicts in priorities exist.
- Ability to maintain composure in stressful situations.

## **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.
- The State Bar provides reasonable accommodation to applicants with disabilities.
- Occasional evening and weekend work may be required.
- Occasional travel may be required.
- This position qualifies for partial telecommuting. Partial telecommuting may not be available at all times during the year.

## **BENEFITS**

The State Bar provides a generous benefits package to eligible employees including:

- Fourteen paid holidays
- Paid Time Off (PTO) in the amount of 20-32 days per year, depending on length of service (prorated for employees working less than 40 hours per week).
- Benefits plans include:
  - Health Insurance
  - Dental Insurance
  - Vision Insurance
  - Group life insurance
  - Short Term and Long-Term Disability

- 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" – OGC Legal Assistant*

### **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

