

## NOTICE OF JOB OPPORTUNITY

Announcement Date:	4/23/2024
Position:	Part-Time Legal Assistant/Paralegal ( <b>25 hours/week with benefits</b> )
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 Client Protection Fund (CPF) Commission is a statewide body whose purpose is to promote public confidence in the administration of justice and the integrity of the legal profession by reimbursing losses caused by the dishonest conduct of lawyers admitted and licensed to practice law in the courts of New Mexico.

The SBNM seeks qualified applicants to join our team as a part-time (25 hours/week) **CPF Commission Legal Assistant/Paralegal**. The successful incumbent will provide clerical and administrative support to the CPF Commission, including investigating claims, gathering documents, and interviewing claimants and attorneys. \$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 CPF and assistance with filing a claim.
- Investigate claims made to the CPF Commission.
- Gather documents, interview claimants, respondent attorneys, and other people as needed to prepare the file to be assigned to a Commissioner for final determination of the claim.
- Respond to inquiries whether by email, mail, or phone in a timely and professional manner.

### **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 and 2 or more years relevant experience. *Litigation experience as a paralegal 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:

- Thirteen 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 includes:
  - Health Insurance
  - Dental Insurance
  - Group life insurance
  - Short Term and Long-Term Disability
  - Flexible Spending Account
  - Other Optional Benefits
- 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" – Legal Assistant/Paralegal

**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

