



National Experienced Workforce Solutions (NEW Solutions) seeks temporary, part-time (**28 hours/week**) legal assistants and paralegals in Albuquerque to support the Department of the Interior's Office of Hearings and Appeals' Indian Probate Division. Work location is 1011 Indian School Rd. NW Albuquerque NM 87104.

NEW Solutions serves as a bridge, connecting federal agencies with seasoned professionals who bring the right experience, training, and expertise to each agency project they support. NEW Solutions connects professionals, **ages 55+**, with project support opportunities throughout the country.

Legal Assistant

Enrollees will support the OHA's varied work in response to processing backlogged Indian probate cases by providing administrative, legal-focused assistance.

- Handle telephone calls, emails, faxes, and inquiries. Process incoming mail and document submissions. Manage time and attendance records, and copy, mail, and scan relevant documents.
- Review incoming probate case material and maintain case files. Review outgoing decisions, notices, and other documents for grammatical and spelling errors.
- Coordinate travel arrangements, arrange facilities for conferences and hearings, and prepare presentation material or background documentation.

Qualifications:

Minimum of 5 year(s) of experience in administrative office environment, or A.A. degree. No particular degree required.

Apply here: https://newsolutions.org/jobs/position-details/?position_id=9675

Paralegal

Enrollees will support the Department of the Interior, Office of the Secretary, DAS-Administrative Services, Office of Hearings and Appeals, Probate Hearings Division. Enrollees will use their legal and administrative skills to assist Supervisory Judges in their



work probating the estates of Indians who die owning interests in property held in trust by the U.S. government.

- Review case files and undertake research to complete them. Identify potential complications in the case, including but not limited to discrepancies with family information, inventory issues, and potential will disputes.
- Use the docketing system and prepare notices of probate hearings to be sent to all interested parties, and assist the judge at hearings.
- Draft probate decisions or orders, and review draft decisions and orders prepared by others for errors. Provide guidance and assistance to legal assistants.

Qualifications:

A.A. degree in Paralegal Studies or Paralegal Certificate with minimum additional experience of 5 year(s) in paralegal work.

Experience in probate law is a plus but not required.

Apply here: https://newsolutions.org/jobs/position-details/?position_id=9672

Physical requirements: Jobs are primarily sedentary and performed in an office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Individuals must be at least 55 years of age to be eligible to work through the Experienced Services Program.

An “Enrollee” is not a federal employee, nor an employee of NEW Solutions. An “Enrollee” is a participant in a grant program established through a Cooperative Agreement funded by the agency and administered by NEW Solutions.