NEW MEXICO JUDICIAL BRANCH

PARALEGAL
(Classified or At-Will)

TARGET SALARY: $51,965-$103,929 annually, or $24.983-$49.966 hourly depending upon experience (pay range II)
LOCATION: Varies, statewide locations
FLSA STATUS: Non-Exempt
JOB CODE: 9447JB (Classified) 9448JB (At-Will)
BENEFITS: Competitive benefits package offered

THE NEW MEXICO JUDICIARY

The Mission of the New Mexico Judiciary is to protect the rights and liberties of the people of New Mexico guaranteed by the Constitution and laws of the State of New Mexico and the United States; to resolve legal disputes fairly, and to ensure access to justice for all.

GENERAL STATEMENT OF DUTIES

Acting under general supervision of an attorney or a judge performs highly skilled non-routine legal support work and manages projects in a legal office or court setting.

EXAMPLES OF JOB DUTIES

- **The Paralegal** is responsible for performing advanced legal research and interviewing clients, pro se litigants, and attorneys, managing cases, composing legal correspondence, to identify relevant legal issues.
- Provides appropriate legal forms, procedural information, and referrals according to court rules and guidelines.
- Reviews court rules, analyze circumstances, and makes recommendations on complex situations and how to address non-routine issues that may fall outside of court guidelines.
- Assists customers to explain the legal procedures/circumstances, COLA rules, and regulations for those who choose to represent themselves without an attorney; and provides customer service and information to the public, other state agencies, and assists attorneys in the delivery of legal services.
- Performs advanced legal factual research, repares legal pleadings and draft contracts, reports, correspondence, and routine orders, researches, analyzes, and audits case management issues, and provides notarizations.
- Presents and trains others in Continuing Legal Education and other training or educational programs.
- Keeps judges and/or legal staff including attorneys informed regarding proposed court rules, statutes, procedures, and law changes.
- Reviews case history, and prepares and organizes appointments and referrals for arbitration and mediation.
- Revises court forms to ensure they are in compliance with New Mexico Statues and court rules.
- Ensures intake forms from each customer interviewed are accurate and complete.
- Coordinates the timely processing of documents, manages office files and records, calendar hearings, and statistical reports.
- Prepares agendas, schedules appointments, and meetings, and may manage administrative minutes.

- Serves as a liaison with other court staff, state agencies, and the public and provides assistance to other legal divisions as requested.
- Ensures record keeping is accurate and up to date while maintaining HIPAA compliance.
- Ensures paperwork, court case files, procurement documents, and other legal documents comply with statutory retention schedules.
- May prepare legal pleadings, pro se correspondence, and arbitration forms to include routine orders.
- Reviews case history, prepares and organizes referrals for arbitration and mediation, preparing case files for arbitration.
- Coordinates with court-appointed arbitrators and their support staff to manage cases and case documents answering questions and requests, providing forms, packets and procedural information, and may coordinate and manage files and records for arbitration.
- May analyze court dockets and operations to develop processes and standard operating procedures that will improve case management and court services.
- May provide self-represented parties with referrals to court divisions and community resources.
- May respond to Inspection of Public Records Act Requests on behalf of the Court's Records Custodian in compliance with all relevant statutes and rules.
- May research or draft legislative bill analysis, or fiscal reports.
- May serve as a Court Monitor.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge in authorized and unauthorized practices of law; legal terminology and procedures; court rules, policies, and operations; employment law; case management systems and applicable software; New Mexico Statutes Annotated (NMSA); forms of opinions and legal writing styles; The Gregg Reference Manual, Lexis, Westlaw, Westcheck, etc.; Supreme Court Rules and Regulations; New Mexico Administrative Code; New Mexico One Source; New Mexico Judicial Branch Personnel Rules and other legal reference materials; differentiating court procedures versus legal advice, sources for fact gathering, data collection, and retrieving information; mediating and managing conflict; project management techniques; procurement procedures; audit procedures; court records maintenance, retention, and destruction; governmental and civic legislative processes; and HIPPA requirements.

MINIMUM QUALIFICATIONS

A Paralegal shall have several qualification options; however, all shall be in accordance with the State Bar of New Mexico, Rules Governing Paralegal Services, Paralegal qualifications, Rule 20-115. [Approved, effective January 30, 2004.]

"A paralegal shall meet one or more of the following educational, training, or work experience qualifications:

A. graduation from a paralegal program that is:
(1) approved by the American Bar Association;
(2) an associate degree program;
(3) a post-baccalaureate certificate program in paralegal studies; or

(4) a bachelor's degree program;

B. graduation from a post-secondary legal assistant program which consists of a minimum of sixty (60) semester hours or equivalent, as defined by the American Bar Association guidelines for the Approval of Paralegal Education Programs, of which at least eighteen (18) semester hours or equivalent are general education courses and eighteen (18) semester hours or equivalent are legal specialty courses;

C. a Bachelor's degree in any field, plus (two) 2 years of substantive law-related experience under the supervision of a licensed attorney. Successful completion of at least fifteen (15) semester hours of substantive paralegal courses may be substituted for one year of law-related experience;

D. graduation from an accredited law school and not disbarred or suspended from the practice of law by the State of New Mexico or any other jurisdiction;

E. certification by the National Association of Legal Assistants, Incorporated, the National Federation of Paralegal Associations, Incorporated or other equivalent national or state competency examination plus at least one (1) year of substantive law-related experience under the supervision of a licensed attorney; or

F. a high school diploma or equivalent plus seven (7) years of substantive law-related experience under the supervision of a licensed attorney.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The following functions are representative, but not all-inclusive of the work environment and physical demands an employee may expect to encounter in performing tasks assigned to this job. Work is performed in an office or court setting. A valid driver's license and travel may be required. The assigned work schedule may include nights, weekends, holidays, and overtime. The employee must regularly interact positively with co-workers, clients, the public, judges, and justices.

** This job description is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions performed*

BENEFITS

- Medical/Dental/Vision/Rx, Short, and Long Term Disability Insurance Programs, employee assistance program (EAP) [http://www.mybenefitsnm.com/]
- State paid life insurance, supplemental and dependent life insurance
- Optional flexible spending accounts for medical, day-care, and travel expenses
- Paid vacation and sick leave up to eight (8) weeks
- Eleven (11) paid holidays
- Up to 12 weeks of paid parental leave
- Deferred Compensation 457(b) plan
- Lifetime Defined Benefits Retirement Plan [http://www.nmpera.org/]
- Flexible work schedules and alternative work locations*
- Free health care, Rx, and lab work at the facility (Stay Well Health Center) in Santa Fe, NM
- Bilingual compensation*

- Training and career development opportunities
- Higher education opportunities, educational leave, and tuition reimbursement
- May qualify for the Public Service Loan Forgiveness Program (PSLF)
- May receive overtime holiday or shift differential pay*
- May receive physical fitness leave*
- What are your benefits worth? Click here to find out

These benefits vary by job classification or need

START YOUR CAREER

Experience the difference, work for the Judiciary! Apply here!

History of Job Description: Dev: 04/22/06, Rev: 11/10/10, 10/28/16, 12/16/19, Benefits updated: 02/26/21, Audit: 12/31/22, Rev Pay Range: 07/08/23, Rev: 3/26/24 added (At-Will) Rev Pay Range: 07/06/24, 07/05/25, 07/04/26

The state of New Mexico is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability. The state provides reasonable accommodations to the known disabilities of individuals in compliance with the Americans with Disability Act. For accommodation information or if you need special accommodations to complete the application process, please contact the Administrative Office of the Courts Human Resources Division at 505/470-7205. Applications and resumes including a supplemental application must be submitted to apply. Applications may be found online at nmcourts.gov.