

New Mexico Office of the Attorney General



Paralegal

Albuquerque/Santa Fe

Full time

Job Reference # 00053048 & 00024329

The New Mexico Office of the Attorney General, Consumer and Environmental Protection Division an Equal Employment Opportunity (EEO) employer is seeking applicants for an “At Will” (not classified) Paralegal position. An “At Will” position means any state office job or position of employment which is exempt from the service and the Personnel Act,” Section 10- 9-4 NNMSA 1978, the employee serves at the pleasure of the New Mexico Attorney General.

The Consumer and Environmental Protection Division is focused on investigating and bringing litigation on behalf of the state for violations of civil law. This position will work as part of a team of attorneys in investigations and plaintiff’s actions. The ideal candidate will have the following proficiencies:

General: Comprehensive knowledge of various legal processes in order to anticipate needs; is proactive and a problem solver; organized and detail oriented. Candidate must possess excellent organizational skills. **Good communication skills:** Candidate should be flexible, cooperative, able to communicate ideas and needs easily and professionally. Collaborative, listens carefully and asks questions, follows directions precisely and inquires before making substantive changes. Curious; inquisitive; analytical; tenacious and resourceful. **Research Skills:** Knows or ascertains where to find information; ability to analyze salient points and convey them thoroughly and clearly. **General Writing:** Competent letter/memo writing skills (provide cover letter); writing should be clear, concise,

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and correct (spelling, tone, grammar); skilled proofreader. **Legal Writing:** Motion construction; Appellate brief construction, including automated TOC and TOA. Cite checking: basic Bluebook citation practice and Rule 23-112 App. NMRA. **Computer Knowledge Base:** Expert: Word, Excel, Acrobat Pro, Gmail/Outlook calendaring. Legal research: Westlaw, OneSource. Filing & research: Odyssey, CM/ECF, Pacer, SOPA, NMcourts.gov. Working knowledge: Google docs.

Salary is commensurate with experience. Resume, writing sample and three professional references must be received at the Office of the Attorney General. Position will remain open until filled. Applicants selected for an interview must notify the Attorney General's Office of the need for a reasonable accommodation due to a Disability.

Please send resumes to:

The Office of the Attorney General

Attn: Cholla Khoury

E-mail: CKhoury@nmag.gov

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