

New Mexico Office of the Attorney General



Paralegal, Litigation Division, Santa Fe Full-time/Santa Fe

Reference Job #00027462

The New Mexico Office of the Attorney General, the Litigation Division an Equal Employment Opportunity (EEO) employer is seeking applicants for an “At Will” (not classified) **Paralegal** position. An “At Will” position is one which is exempt from the Personnel Act, Section 10-9-4 NMSA 1978. Employees of the Attorney General’s Office serve at the pleasure of the New Mexico Attorney General.

The work will consist of paralegal support for the Tobacco Project which consists of enforcement of tobacco-related statutes and defense of the State in multi-state tobacco arbitration; tracking various monthly reports and logs re: tobacco; organizing documents and information re: tobacco arbitration; assisting attorneys with pleadings, electronic filings of court documents, legal research, discovery and documents organization, and administrative support to the Litigation Division. Candidate should be familiar with state and federal rules of civil procedure. Paralegal experience, education or certification preferred.

Salary is commensurate with experience. A resume, writing sample and three (3) professional references must be received at the Attorney General’s Office by 5:00 p.m. on October 7, 2016. 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 by postal mail or electronic mail to:

New Mexico Attorney General’s Office
Attn: Regina Ryanczak
P.O. Drawer 1508
Santa Fe, NM 87504-1508
E-mail: rryanczak@nmag.gov