

New Mexico Office of the Attorney General



PARALEGAL, ALBUQUERQUE

Full time

Job Reference # 00001118

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.

- Responsibilities will include assisting in all aspects of complex litigation in state and federal court. The position will be responsible for research and legal writing support, discovery management, administrative and other support as determined by the needs of the division. Applicants should have knowledge of judicial processes including electronic filing. Experience in high volume, complex litigation preferred.

Salary is commensurate with experience. Resume, writing sample and three professional references must be sent to the Office of the Attorney General. This job advertisement 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 – (505) 827-6000

P.O. Drawer 1508, Santa Fe, NM 87504-1508.