

New Mexico Office of the Attorney General



PARALEGAL **Open Government Division** **Santa Fe** **Full Time**

Job Reference # 00023445

The New Mexico Office of the Attorney General, Open Government 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, NMSA 1978, the employee serves at the pleasure of the New Mexico Attorney General. Interested applicants will need to submit application material using the specifically identified Job Reference ID number listed above.

The Open Government Division provides legal representation to over 100 state boards, commissions, and agencies. The paralegal will assist the Division's Assistant Attorneys General with their roles in representing these public bodies as well as other independent responsibilities as assigned. The Division is involved in various fields of law, including administrative and regulatory law, litigation on appellate matters, as well as contract law, governmental procedures, and legislative analysis. The Division reviews citizens' complaints filed pursuant to the Open Meetings Act (OMA) and the Inspection of Public Records Act (IPRA), and is also responsible for drafting advisory opinions, as requested by legislators and public officials.

Salary is commensurate with experience. Experience in administrative law, court rules, online legal research, document control management, and related legal-use technology is preferred. Cover letter, resume, and three professional references should be received at the Office of the Attorney General by 5:00 p.m. on Friday, October 14, 2016. Applicants selected for an interview must notify the Office of the Attorney General of the need for a reasonable accommodation due to a disability.

Please send resumes to:

The Office of the Attorney General
Attn: Tania Maestas
Deputy Attorney General, Civil Affairs
E-mail: tmaestas@nmag.gov