

New Mexico Office of the Attorney General



Paralegal, Albuquerque

Job Reference # 00001183

The New Mexico Office of the Attorney General, Special Prosecutions 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.

Primary duties consist of legal research, case screening, file preparation and file maintenance for criminal prosecutions. Responsibilities also include scheduling of pretrial interviews, drafting of legal pleadings, and administrative support to the Special Prosecutions Division. Candidate should be familiar with criminal procedure, Odyssey, and filing procedures in New Mexico Courts. Paralegal experience, education or certification preferred.

Salary is commensurate with experience. Resume, writing sample and three professional references must be received at the Office of the Attorney General by 5:00 p.m. on August 12, 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 to:

The Office of the Attorney General
Attn: Director Clara Moran
E-mail: cmoran@nmag.gov – (505) 222-9027
111 Lomas Blvd NW Suite # 300
Albuquerque, NM 87102.