

# New Mexico Office of the Attorney General



## PARALEGAL Albuquerque, Full Time

Job Reference # #00031183

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. Interested applicants will need to submit application material using the specifically identified Job Reference ID number listed above.

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 Thursday, November 17, 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: Director Clara Moran  
Email: [cmoran@nmag.gov](mailto:cmoran@nmag.gov) – (505) 717-3504  
111 Lomas Blvd. NW, Suite #300  
Albuquerque, NM 87102