

New Mexico Legal Aid Native American Program Seeks a Paralegal for litigation support

New Mexico Legal Aid Native American Program (NAP) seeks a Paralegal.

A successful candidate should be organized, familiar with electronic document tracking and Microsoft products, able to maintain confidential client information in a database, and able to communicate successfully and respectfully with clients. The Paralegal may be required to conduct applicant intakes, collect client data, and provide litigation support. The position will be based with the Native American Program located in Santa Ana but may require occasional travel within the state.

NAP handles cases and matters in several jurisdictions involving federal Indian law and tribal law issues, including representation of low-income individuals in Pueblo and tribal courts and other forums, which may include family law, consumer law, and criminal law matters. NAP conducts outreach to tribal and Pueblo communities. Additionally, NAP sometimes handles poverty law issues involving consumer and family law matters in forums other than tribal courts.

Requirements: At least three years' experience as a Paralegal is preferred, but NAP will consider exceptionally well-qualified entry-level candidates. Preference may be given to qualified candidates who speak one or more of the Pueblo languages.

Candidates must be able to effectively use computer technology and remote communications systems, including web meeting and videoconferencing software. Candidates also must possess effective written and oral communication skills, the ability to manage multiple tasks, and the skills to build collaborative relationships within the staff and the community served by NMLA. NMLA strongly encourages tribally enrolled members to apply.

Applicants will be subject to a background search. Please do not let this deter you from applying. NMLA is committed to a strong workforce and recognizes that persons with marks on their record may still be able to perform admirably.

The position is covered by a collective bargaining agreement. Pay and benefits union scale. Send a current resume and a letter of interest explaining what you would like to accomplish if you are selected for this position to: jobs@nmlegalaid.org

Salary: DOE, NMLA is an EEO Employer. **Application Deadline: August 13, 2021 or until filled.**