



BERNALILLO COUNTY METROPOLITAN COURT JOB RECRUITMENT ANNOUNCEMENT

Human Resources Division
401 Lomas NW
Albuquerque, NM 87102

Telephone: (505) 841-9819

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Email: metrjobs-grp@nmcourts.gov

APPLY NOW: https://metroweb.metrocourt.state.nm.us/HRjobsapp/job_ops

PARALEGAL

Office of the General Counsel

Opening Date: October 14, 2025
Closing Date: October 27, 2025
Pay: \$24.736 – \$30.920/ Hourly

Position No.: 33424
Position Status: Full-time, At-Will
Office of the General Counsel or as assigned

Essential Tasks: Under general supervision of an attorney, this position will work in the Office of the General Counsel (“OGC”), which performs legal research and analysis for Judges and Administration in the areas of business, contract, procurement, employment, general civil and criminal law. Keep others in the court apprised of changes in laws and rules of procedure. Maintain and update contracts, advise and assist with procurements, legal forms, and procedures. Knowledge of the Court’s rules, policies, and operations, the use of Westlaw, and New Mexico One Source. May perform other duties as assigned in order to meet the operational needs of the Court. Exercise independent judgment in appraising situations and making decisions and recommendations. Organize and prioritize workload and manage multiple projects; communicate effectively both orally and in writing; and establish and maintain cooperative working relationships. A more comprehensive copy of the job description is available at www.metrocourt.state.nm.us or may be obtained in the Human Resource office of the Metropolitan Court.

Qualifications: A Paralegal shall have several qualification options; however, all shall be in accordance with the State Bar of New Mexico, Rules Governing Paralegal Services, Paralegal qualifications, Rule 20-115 [Approved effective January 30, 2004]. A paralegal shall meet one or more of the following educational, training or work experience qualifications: **A.** graduation from a paralegal program that is: (1) approved by the American Bar Association; (2) an associate degree program; (3) a post-baccalaureate certificate program in paralegal studies; or (4) a bachelor’s degree program; **B.** graduation from a post-secondary legal assistant program which consists of a minimum of sixty (60) semester hours or equivalent, as defined by the American Bar Association guidelines for the Approval of Paralegal Education Programs, of which at least eighteen (18) semester hours or equivalent are general education courses and eighteen (18) semester hours or equivalent are legal specialty courses; **C.** a bachelor’s degree in any field plus 2 (two) years of substantive law-related experience under the supervision of a licensed attorney. Successful completion of at least fifteen (15) semester hours of substantive paralegal courses may be substituted for one year of law-related experience; **D.** graduation from an accredited law school and not disbarred or suspended from the practice of law by the State of New Mexico or any other jurisdiction; **E.** certification by the National Association of Legal Assistants, Incorporated, the National Federation of Paralegal Associations, Incorporated or other equivalent national or state competency examination plus at least one (1) year of substantive law-related experience under the supervision of a licensed attorney; or **F.** a high school diploma or equivalent plus seven (7) years of substantive law-related experience under the supervision of a licensed attorney. **Post-offer background history and fingerprint check is required.**

Working Conditions: The following functions are representative, but not all-inclusive of the work environment and physical demands an employee may expect to encounter in performing tasks assigned to this job. Work is performed in an office or court setting. A valid driver’s license and travel may be required. The assigned work schedule may include nights, weekends, holidays, and overtime. The employee must regularly interact positively with co-workers, clients, the public, and judges and justices.

Applicants should complete a New Mexico Judicial Branch Application for Employment (Revised 07/29/2024) or Resume Supplemental Form (Revised 07/29/2024) and submit with a signature prior to 5 p.m. on the closing date to the Human Resource Division before 5 p.m. on the closing date. Mailed applications must be received by 5 p.m. on the closing date. If you would like to receive a text message when job opportunities become available, please visit the following website: https://webapps.metrocourt.state.nm.us/HRjobsapp/job_ops

The Bernalillo County Metropolitan Court is an Equal Opportunity Employer and applicants selected for an interview must notify the Human Resource Division at (505) 841-9819 of the need for an accommodation.