



## Job Description

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<b>TITLE:</b> Paralegal	<b>JOB CODE:</b> 2134
<b>DEPARTMENT:</b> County Attorney	<b>FLSA:</b> Non-Exempt
<b>PREPARED:</b> April 6, 2023	<b>FLSA CLASS:</b> Supervisor
<b>UPDATED:</b>	<b>WORK LOCATION:</b> Aztec, NM
	<b>REMOTE WORK ELIGIBLE:</b> YES

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**Summary:** Under general supervision, performs a variety of secretarial, technical, organizational, and administrative activities to support the functions of the County Attorney's Office.

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Prepare resolutions, pleading, deeds, contracts, agreements and affidavits from instructions or prior documents; prepare a variety of legal correspondence in response to citizen or staff questions.
- Prepare and track draft employee handbook revisions and department policies and procedures.
- Perform routine legal research using a variety of conventional and electronic sources; compile research findings and prepare response.
- Manage public records requests in accordance with Inspection of Public Records Act (IPRA); maintain electronic storage of public records requests.
- Supervise and direct the daily activities of the support staff through appropriate delegation, support, and work supervision in the preparation of legal documents, task and project assignments, and administrative duties.
- Monitor operations, and procedures, and submit recommendations for improving the work group's functions and processes; clarify and reconcile issues relating to policies and procedures.
- Meet regularly with staff to offer support and guidance; analyze and evaluate issues and recommend and implement solutions.
- Maintain calendars and tickler files; schedule hearings, meetings, and seminars; perform reception duties; screen and direct incoming calls, directing caller to the appropriate party or providing answers to routing questions.
- Establish and maintain the legal department's manual and electronic filing systems; process claims for expenses; assist other support staff as appropriate.
- Review and edit contracts received from purchasing; prepare confidential correspondence; oversee maintenance of logs and files; prepare draft agenda documentation for Commission meetings; manage and meets all legal publication deadlines pursuant to statute and ordinance.
- Provide office management and office bookkeeping procedures; make travel arrangements; serve as notary public; operate word processor, database, and financial management systems; may provide supervision of support staff.
- Handle sensitive and confidential data and ensure the quality and integrity of all information produced.
- Coordinate a variety of administrative activities including employee scheduling, payroll reporting and report processing.
- Perform other related duties as assigned.

### Required Knowledge and Skills:

- Knowledge of legal terminology and basic legal processes.
- Knowledge of routine legal research methods and techniques.
- Knowledge of office management/administrative support practices and procedures.

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- Knowledge of Federal and state laws, and County regulations, codes and written directives.
- Knowledge of the basic principles of record keeping case files and records management.
- Knowledge of County policies and procedures.
- Knowledge of a variety of computer software applications including Microsoft Office.
- Skill in supervising, coordinating staff, and delegating tasks and authority.
- Skill in coordinating calendars, appointments, depositions, room assignments and related items.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in establishing and maintaining effective working relationships with elected officials, County staff and the general public.
- Skill in researching, compiling and preparing reports and related information.
- Skill in flowing complex oral and written instructions, policies and procedures.
- Skill in the use of a personal computer and standard business software.
- Skill in communicating effectively, both orally and in writing.
- Ability to maintain confidentiality of human resources activities.

**Education and Experience**

- Associate’s Degree and five (5) years of administrative or paralegal experience in a law office; or a combination of education and work experience sufficient to perform the duties of the position.
- Two (2) years of supervisory experience.
- Valid State of New Mexico Driver’s license or able to obtain within six (6) months of employment.

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May be subject to bending, reaching, kneeling, and lifting such as retrieving files, records, and reports.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County’s electronic ERP system as necessary and appropriate based on the needs and requirements of this position.
- Some work duties may be performed “remotely” outside of County facilities. For remote access you must complete and maintain a current remote work agreement.

**Equipment and Tools Utilized:**

- Equipment utilized includes computerized and conventional office equipment.

**Approvals:**

<b>Employee:</b>	_____	<b>Date:</b>	_____
<b>Supervisor</b>	_____	<b>Date:</b>	_____
<b>Department Head:</b>	_____	<b>Date:</b>	_____