

Job Description

Job Title	Paralegal (OSA #10117741)
Job ID	151716
Posting End Date	02/26/2025
Location	Santa Fe
Full/Part Time	Full-Time
Regular/Temporary	Temp, Non-Bud, Benefited 1Y
Agency	State Auditor
Job Posting Type	Continuous Job Opening
For more Job Requirements & Classification Description:	Click Here

[Return to Previous Page](#)[Switch to Internal View](#)

Salary

\$19.82 - \$31.71 Hourly

\$41,218 - \$65,949 Annually

This position is a Pay Band 60

Posting Details

This posting will be used for ongoing recruitment and may close at any time. Applicant lists may be screened more than once.

This is a one-year temporary benefitted position.

The New Mexico Office of the State Auditor (OSA) has two statutory purposes: (1) to ensure that the financial affairs of every agency shall be thoroughly examined and audited each year by the state auditor, personnel of the state auditor's office designated by the state auditor or independent auditors approved by the state auditor and (2) cause the financial affairs and transactions of an agency to be audited in whole or in part. Section 12-6-3, NMSA 1978.

The OSA legal department provides legal advice to the state auditor and OSA divisions regarding their statutory and regulatory duties under the State Audit Act and audit rule 2.2.2 NMAC.

Why does the job exist?

The purpose of this position is to provide high level legal support. Provide general legal research, prepare legal documentation, litigation support, client relations, and other necessary tasks to the Division, with an emphasis on the State Audit Act, Inspection of Public Records Act (IPRA), public rule making, appeals and other legal support for the Division and Division attorneys.

How does it get done?

1. Legal Support

- General legal and administrative support functions including answering phones; copying; maintaining attorney litigation and non-litigation files for the General Counsel, Legal Division staff, and the agency, as necessary. Maintaining office records including filing, organizing, scanning hard copies to electronic format. Back-up to the front desk as needed.
- Processing Incoming/Outgoing Daily Mail/Faxes: Logging and processing of legal documents and certified letters that are sent to OSA. Identify the legal document and forward to the appropriate person.
- Assist with large projects to include organizing/putting together presentation binders for the legislature and large volume correspondence. Assist in the development of standard operating procedures.

2. Scheduling and Event Coordination

- Maintaining Calendars for General Counsel. This involves being legal support staff for GC and assisting GC with keeping track of their schedule and being ready to help GC as necessary. This also will involve maintaining a calendar for time off from team, and keeping hearings on the hearing calendar for use and information provided to legal staff.
- Meeting Coordination and Set Up for General Counsel: will receive requests to set up a meeting. In Teams, paralegal will add all attendees and use the scheduling assistant to see what time/date works for all invited. If necessary, we will reach out to outside invitees to send the meeting information to. If it is an in-person meeting or hearing, paralegal will set up the room with whatever equipment and supplies needed. This also entails assisting legal staff in reserving a state vehicle for use for travel, scheduling meetings for General Counsel, and managing conference room reservations.

3. Legal File Management

- Logging of Confidential Legal Documents and Requests: Receive and distribute legal documentation to General Counsel and assist with the preparation of any responses or orders.
- DocuSign: Requires scanning documents and requesting signature through the docusign processes. Provide the final signed version to all parties involved.
- E-filing of pleadings: The paralegal is responsible for e-filing pleadings and documents into the New Mexico court system using Odyssey and retrieving court records using re:SearchNM. Paralegal is responsible for correcting technical errors in e-file uploading and rejecting/accepting an e-filing.
- Review and organize the Legal Division digital files by creating a folder structure for major categories and matters, such as litigation, rulemaking, proposed legislation etc., and follow established naming convention for files and folders.

4. Record Retention/IPRA: Assist with creating record retention processes, providing training and assistance within the office. Assist the Records Manager with IPRA requests and helping with making copies, redacting, and/or keeping the original files in order.

5. Rulemaking and Public Rule Hearings: Assist with the revision of the Audit Rule by working with the attorneys on the rule and making manual revisions. Oversee the logistics for stakeholder meetings and review of the proposed Audit Rule. Coordination of hearings and follow-up trainings. Organize all public comment, preparing and submitting Notice of Proposed Rule Making to the State Records Center and Archives for publication in the New Mexico Register. Filing proposed rule, notices of proposed rulemaking, and public comments received on the Sunshine Portal.

6. Other duties as assigned by General Counsel or legal staff.

Who are the customers?

The Office of State Auditor and OSA divisions, including the OSA legal department.

Ideal Candidate

The ideal candidate will have experience in the following areas:

Filing and retrieving documents in the New Mexico state court filing system, i.e., Odyssey and re:Search NM, respectively.

Reviewing and responding to IPRA requests.

Performing legal research using online databases such as Westlaw or Lexis.

Organizing and maintaining electronic and paper legal files.

Drafting and preparing legal correspondence.

Assisting with rulemaking, including preparing proposed rule amendments and submitting amendments to State Records and Archives and filing on the Sunshine Portal.

Minimum Qualification

Associate degree in Paralegal Studies and two (2) years of work experience drafting and preparing legal correspondence, conducting legal research, and maintaining a case management/tracking system. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling four (4) years may substitute for the required education and experience.

Employment Requirements

Must possess and maintain a valid Driver's License. Must possess and maintain a current Defensive Driving Course Certificate within six (6) months of date of hire as a condition of continued employment. A pre-employment background investigation is required and is conditional pending results.

Working Conditions

Work is performed in an office setting with exposure to Visual/Video Display Terminal (VDT) and extensive personal computer and phone usage. Some sitting, standing, bending and reaching may be required. Occasional in-state travel may be required, such as for court hearings or public rulemaking hearings.

Supplemental Information

Do you know what Total Compensation is? [Click here](#)

Agency Contact Information: Terese Vigil (505) 469-5936. [Email](#)

For information on Statutory Requirements for this position, click the Classification Description link on the job advertisement.

Bargaining Unit Position

This position is not covered by a collective bargaining agreement.