

New Mexico Legal Aid

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New Mexico Legal Aid Temporary Paralegal Position Available at Laguna Pueblo

Paralegal Position Available at Laguna Pueblo

New Mexico Legal Aid, the state's largest provider of civil legal services for low-income clients, has an exciting full-time temporary position available at its Laguna Pueblo Pilot Project. The successful applicant will interview potential clients at the Pueblo about their need for a wide range of legal and tax services, using a specially designed legal wellness survey and income tax questionnaire. As part of this process, the successful applicant will complete a case intake for each client on NMLA's LegalServer case management system. Clients seeking legal services will then be referred to an appropriate NMLA practice group or specialty unit for extended or brief service. Clients seeking income tax preparation will be served by a cadre of highly qualified enrolled agents.

The Project will serve low-income Pueblo residents whose legal issues are related to the COVID-19 pandemic. The majority will be seeking help with 2019 income tax preparation in order to claim the individual Economic Impact Payment provided by the CARES Act. Others will need help with housing, consumer or income tax disputes; accessing public benefits; employment or wage theft problems; or domestic violence.

The successful applicant would be trained in all aspects of the Project by a Supervising Attorney and be an integral part of the Laguna Pueblo Pilot Project team. This is an opportunity to become familiar with the broad spectrum of NMLA's work while serving a traditionally underserved community.

All candidates should possess excellent oral communication skills, empathy, a facility with computers, keen analytical skills, and the ability to build collaborative relationships. Attorneys, CPAs and enrolled agents are welcome to apply, as are those sitting for the New Mexico CPA or Bar exam.

Applicants may 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 imperfect records may be able to perform admirably.

Send a current resume and a brief (one page maximum) letter of interest explaining why you think you are suited for the position to: jobs@nmlegalaid.org

Salary: DOE. NMLA is an EEO Employer. Health insurance benefits available. This position is at will and available immediately through October 15, 2020. Deadline: we encourage submission of applications as soon as possible. Applications will be reviewed on a first-in, first-reviewed basis.

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