Human Resources
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Legal Assistant

JOB CODE	JOB FAMILY	PROFILE
JCV319	**Legal & Compliance**	**Legal Assistant**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$18.60 - $26.50**	**February 13, 2026**

The Legal Assistant performs administrative and business-related duties in support of the department, drafts correspondences and writes reports. Assigns work and train entry-level clerical staff. Receives phone calls and answers routine inquiries on behalf of supervisor. Seeks resolutions and responds to requests for department-related information.

Job Description

DUTIES AND RESPONSIBILITIES

- Receives and answers routine inquiries and phone calls on behalf of supervisor; seeks resolutions and responds to requests for department-related information.
- Maintains records pertaining to daily transactions and business details of the department such as time records, budget expenditures, preparation of personnel actions, etc.
- Assists in the research and compile data; analyze information and statistical reports.
- Prepares documents and correspondence requiring knowledge of legal terminology and document formats, such as contracts, briefs, policies, complaints and motions.
- Performs a wide variety of typing assignments which may be confidential in nature and require research to complete; compose, edit, revise letters and other reports.
- Attend meetings as a representative of the department as assigned.

- Responsible for establishing and maintaining official documents, files and file systems, related to pending litigation, legal transactions, calendaring court and other deadlines, and monitoring other matters handled by the Legal Department.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- High School Diploma or GED
- Two (2) years of work experience in a secretarial or clerical role. Any equivalent combination of related education and/or experience may be considered for the above requirements.

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SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- All essential duties are performed indoors.
- Duties are performed in a temperature-controlled environment.
- Duties are performed on an even surface, which may be carpeted or tiled. Working surface is typically dry.
- Employee handles information of a confidential nature.
- Employee often works alone both with and without direction from supervisor.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.
- Materials and products handled in the course of performing essential duties include files, forms, reports, various other paperwork, and a wide variety of basic office supplies.