Human Resources
505.468.1500
415 Silver, 5th Floor
Albuquerque, New Mexico 87102
HR@bernco.gov
www.bernco.gov

Paralegal

JOB CODE	JOB FAMILY	PROFILE
JCV428	**Legal & Compliance**	**Paralegal**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$21.15 - $30.13**	**August 3, 2026**

The Paralegal performs advanced legal research and supports litigation efforts by preparing reports, documents, and case materials. Participates in investigations, case preparation, and trial support for the Legal Department. Assists attorneys with drafting, research, and coordination of legal activities.

Job Description

DUTIES AND RESPONSIBILITIES

- Draft legal documents and pleadings, including complaints, motions, orders, discovery, and contracts in accordance with attorney instructions and legal standards.
- Prepare routine pleadings, statements, affidavits, and discovery responses under attorney direction.
- Conduct factual investigations and prepare supporting documentation and affidavits for litigation.
- Coordinate and schedule witness interviews; file pleadings in state and federal courts.
- Schedule depositions and maintain calendars for court appearances, deadlines, and attorney schedules.
- Compile and organize evidence, documents, and relevant materials for internal hearings and legal proceedings.
- Assist in preparing case files for hearings and trials, including exhibits and witness materials.
- Respond to routine information requests and direct inquiries to appropriate staff.
- Conduct legal research on assigned topics and prepare summaries or reports.

- Provide routine paralegal support to outside counsel and administrative agencies as needed.
- *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.
- Four (4) years of work experience in a legal office, legal procedures, research, or court systems.

*Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

PREFERENCE

- An accredited national association certification as a Legal Assistant or Paralegal preferred.

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 tile. Working surface is typically dry.
- Worker often works alone both with and without directions from supervisor.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer terminal, computer printer, computer keyboard, copier, fax machine, Dictaphone, and calculator.

- 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.