Human Resources
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Paralegal Senior

JOB CODE	JOB FAMILY	PROFILE
JCV523	**Legal & Compliance**	**Paralegal Senior**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$22.81 - $36.01**	**August 28, 2026**

The Paralegal Senior performs highly complex paralegal work involving legal research studies and prepare comprehensive interpretive reports with recommended solutions. Participates in research, investigations, and preparation for litigation and/or trial proceedings in support of the County Legal Department.

Job Description

DUTIES AND RESPONSIBILITIES

- Drafts complex pleadings, statements, affidavits and/or other legal documentation at the specific direction of attorneys.
- Conducts factual investigations and prepares necessary affidavits and documents to support attorney litigation efforts.
- Drafts and reviews documents, including contracts, settlement agreements and other legal documents and forward to appropriate entity or person.
- Schedules depositions and maintains calendar of court appearances for attorneys; maintains and monitors legal files.
- Conducts interviews to assist attorneys with litigation, arbitration and mediation.
- Performs legal research; gathers and reviews evidence, analyze documents, summarize, and evaluates as to legal impact; determines importance of witnesses, conduct investigations and summarizes information for presentation to attorney.

- May be responsible for pre-trial support, discovery, document and witness control and preparation.
- Prepares responses to discovery requests and appeals.
- Prepares and organizes case files for hearing or trial, including exhibit and preliminary investigations.
- Determines documentation to release to opposing counsel.
- Attends and participates in strategy meetings; provides input to attorneys.
- Provides paralegal assistance to outside counsel and/or other administrative agencies.
- Provides leadership, training, professional guidance and support to lower-level staff.
- *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

- Associate degree in Paralegal Studies or related field, plus three (3) years of work experience as a Paralegal.
- OR High School diploma or GED and a combination of post-secondary education related to the legal field and five (5) years of work experience as a Paralegal.
- A Paralegal certificate from an accredited institution or accreditation national associate may substitute for one (1) year of work experience.
- National certification as a legal assistant or paralegal from an accredited national association preferred.
- Completion of professional development courses totaling sixteen (16) hours related to document retention or legal processes.

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, 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.