

NOTICE OF JOB OPPORTUNITY

Announcement Date:	6/8/21
Closing Date:	Until Filled
Position:	Regulatory Programs Licensing Coordinator
Salary:	\$15-18/hour (depending on experience and qualifications)
Location:	Albuquerque, NM

POSITION OVERVIEW

The State Bar of New Mexico seeks outgoing, detail oriented applicants to join our team as a full-time Regulatory Programs Licensing Coordinator. This position works closely with other staff to provide clerical and administrative support to the Regulatory Programs Department in all aspects of attorney licensing. Attorney licensing includes collection of annual licensing fees, recording of annual attorney registrations including certifications, tracking Minimum Continuing Legal Education (MCLE) compliance, Pro Hac Vice registration, member status changes, new admittee processing, and other projects as assigned. The position reports to the Director of Licensing and works as part of the Regulatory Programs Department. \$15-18/hour, depending on experience and qualifications. Qualified applicants should submit a resume and cover letter. *See below for details and application instructions.*

DUTIES AND RESPONSIBILITIES

- Processes data entry into the State Bar Association Management System (AMS) for attorney member information along with data related to licensing renewal including annual licensing fee payments, annual certifications, MCLE compliance data, MCLE approved course data, Pro Hac Vice admissions, member status changes, new admittee processing, etc.
- Processes daily postal mail and faxes related to all areas of licensing.
- Processes financial batches for all licensing payments in collaboration with the accounting department.
- Observes all policies and procedures related to State Bar confidential information including safeguarding and redacting information as required.
- Responds to member inquiries whether by email, mail or phone in a timely and professional manner.
- Assists in correspondence to attorneys, course providers and other vendors as instructed.
- Expedites and resolves questions and concerns from attorneys, providers and other vendors over the phone or through email.
- Communicates and collaborates with co-workers, management, and others in a professional manner.

MINIMUM REQUIRED EXPERIENCE/QUALIFICATIONS

- High School Diploma or equivalent certification.
- Experience in office or program administration.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Excellent customer relations and communication skills, both verbal and written, for dealing with members of the public and attorneys.
- Ability to analyze and understand the New Mexico Supreme Court Rules and other legal requirements and guidelines related to State Bar membership and the licensing of attorneys in New Mexico.
- Ability to research, investigate, analyze, and solve problems.
- Proficiency with spreadsheet, word processing programs, and research on the Internet.
- Excellent attention to accuracy in data entry tasks.
- Skills for detailed tracking and interpreting large amounts of data.
- Ability to use office equipment including computer, calculator, copier, printer, scanner and fax machine.
- Ability to determine priorities and advise supervisors when conflicts in priorities exist.
- Ability to maintain composure in stressful situations.

CONDITIONS OF EMPLOYMENT

- Employees must be United States Citizens or eligible to work in the United States.
- Employment with the State Bar is on an “at-will” basis.
- Employees are required to adhere to all State Bar policies and procedures.
- The State Bar provides reasonable accommodations to applicants with disabilities.
- This position may not be eligible for partial-telecommuting at all times during the year.

BENEFITS

The State Bar provides a generous benefits package to full-time employees including:

- Twelve paid holidays
- Paid Time Off (PTO) in the amount of 20-32 days per year, depending on length of service.
- Optional participation in benefits plans including:
 - Health, dental and vision insurance
 - Group life insurance
 - Flexible Spending Account
- Retirement Savings (401k)
- Wellness Benefit Program
- Employee Assistance Program
- Partial Telecommuting Schedule (may not be available in certain classifications/positions or during certain times throughout the year)

APPLICATION INFORMATION

Qualified applicants **must submit a cover letter and resume by email to HR@sbnm.org.**

*Please use the following naming convention in your subject line: “Your Name” – Regulatory Programs
Licensing Coordinator*

Applications must be submitted in ONE PDF document.

Illegible, incomplete and/or incorrectly submitted applications may result in loss of consideration for the position. Zip files will not be accepted. Only qualified applicants will be considered for this position and

are encouraged to apply. Only applicants selected for an interview will be contacted and must travel at their own expense. The State Bar of New Mexico reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the State Bar may select a candidate from the original qualified applicant pool.

By submitting an application, you are certifying that information set forth in your application is true and complete. Any falsified or misrepresented statements in any detail, at any time during the pre-hire process shall be considered sufficient cause for disqualification from further consideration for hire or for dismissal at any time, if employed.

This position is not eligible for relocation assistance.

THE STATE BAR OF NEW MEXICO IS AN EQUAL OPPORTUNITY EMPLOYER