

# NMLA seeks a full-time Legal Secretary for its office in Gallup, New Mexico

New Mexico Legal Aid seeks a full-time Legal Secretary for its Gallup Law Office. Qualifications include: three (3) or more years of legal secretary experience, demonstrated ability in computer systems (Word, client databases, etc.), ability to channel and maintain the workload of a law firm, excellent organizational and written communication skills, maintenance of office files and records, abilities include calendaring, supervision of support staff, and other duties assigned by the Managing Attorney. Must be capable of being bonded.

Requirements: Demonstrated ability in computer systems (WordPerfect, Word, client databases, etc.), excellent organizational and written communication skills. Ability to speak Spanish helpful. Ability to speak Navajo preferred. Strong verbal and written communication skills; computer literate; creative self-starter; the ability to manage multiple tasks and build collaborative relationships within the staff.

Duties of this position will include the following:

- Serve as receptionist for phone and in-person contacts with office;
- Assist with drafting, editing and managing correspondence, case documents and administrative documents;
- Assist in scheduling and calendar management for staff;
- Assist staff in organizing and maintaining administrative resources and client files;
- General filing and clerical support;
- Other duties and projects as assigned.

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 marks on their record may still be able to perform admirably.

Send a current resume and a letter of interest explaining what you would like to accomplish if you are selected for the position to: [jobs@nmlegalaid.org](mailto:jobs@nmlegalaid.org)

Salary: DOE, NMLA is an EEO Employer. Generous benefits. Salary and benefits subject to union collective bargaining agreement. **Applications due by September 30th, 2020**