

**New Mexico Department
of Transportation
Office of General Counsel
RFP No. 18-30**

On-Call Professional Legal Services

The New Mexico Department of Transportation (NMDOT) requests proposals from lawyers and law firms to provide on-call professional legal services including litigation support. The services will include, but are not limited to, the following areas of law: matters involving real property law with an emphasis on title and right-of-way issues; land use law, eminent domain and inverse condemnation; Highway Beautification Act and outdoor advertising; employment and labor law; construction law; procurement and contract law; administrative law including rulemaking and/or hearing officer services; Inspection of Public Records Act; Fraud against Taxpayers Act and Whistleblower Protection Act; Open Meetings Act; tort law; complex bond and public finance; federal grant programs; collections; constitutional law, first amendment matters; environmental and water law; state, federal and tribal taxation; Indian law; information technology systems procurement and security; and appellate work, including administrative and civil law. Proposals shall be valid for one hundred twenty (120) days subject to all action by the New Mexico Department of Transportation. NMDOT reserves the right to reject any or all proposals in part or in whole. Proposals shall be submitted in a sealed container or envelope indicating the proposal title and number along with the Offeror's name and address clearly marked on the outside of the container or envelope. All proposals must be received and recorded by the Procurement and Facilities Management Division, NMDOT, 1120 Cerrillos Rd., Rm. #103, Santa Fe, NM 87504, no later than 2:00 P.M. (Mountain Daylight Time) on Tuesday, March 20, 2018. EQUAL OPPORTUNITY EMPLOYMENT: All qualified Offerors will receive consideration of contract(s) without regard to race, color, religion, sex or national origin. Proponents of this work shall be required to comply with the President's Executive Order No. 11246 as amended. Request for Proposals will be available by contacting Vanessa A. Sanchez by telephone at (505) 827-5492, or by email at VanessaA.Sanchez@state.nm.us or by accessing NMDOT's website at http://dot.state.nm.us/content/nmdot/en/RFP_Listings.html. ANY PROPOSAL SUBMITTED AFTER THE DATE AND TIME SPECIFIED ABOVE WILL BE DEEMED NON-RESPONSIVE AND WILL NOT BE ACCEPTED.

**Position Announcement
Research and Writing Specialist -
Las Cruces
2018-03**

The Federal Public Defender for the District of New Mexico is seeking a full time, experienced Research and Writing Specialist for the branch office in Las Cruces. The Federal Public Defender operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, and provides legal representation in federal criminal cases and related matters in the federal courts. The Research and Writing Specialist is an attorney position that provides advanced research and writing services to staff attorneys on trial and appellate cases, performs computer assisted legal research, aids in the development of legal strategies, writes briefs, motions, petitions for certiorari, and legal memoranda for review by the Defender and staff attorneys. General duties include examining, analyzing and researching records and issues, performing legal research and preparing legal documents, assisting AFD staff with all aspects of case preparation, training, continuing legal education and supervision of legal interns as appropriate. The Research and Writing Specialist does not ordinarily sign pleadings or make court appearances. Minimum qualifications include graduation from an accredited law school, admission to practice in good standing before the highest court of a state, and a working knowledge of federal criminal law and procedure. Candidates must be able to analyze legal issues from lengthy, complex records, write clearly and concisely, and have strong computer automation skills. Prior appellate writing experience, law review membership or a judicial law clerkship are desirable. This is a full-time position with federal salary and benefits based upon qualifications and experience. Starting pay ranges from a JSP 9-15, \$50,598 to \$121,280 annually depending on experience. Research and Writing Specialists may not engage in the private practice of law. All employees are subject to mandatory electronic fund transfer (direct deposit) for payment of net pay. The selected candidate will be subject to a background check as a condition of employment. The Federal Public Defender is an equal opportunity employer. In one PDF document, please submit a statement of interest, detailed resume of experience, and three references to: Stephen P. McCue, Federal Public Defender; FDNM-HR@fd.org; Reference 2018-03 in the subject. Writing samples will be required only from those selected for interview. Applications must be received by March 9, 2018. Positions will remain open until filled and are subject to the availability of funding. No phone calls please. Submissions not following this format will not be considered. Only those selected for interview will be contacted.

**Eleventh Judicial District
Attorney's Office, Div II**

The McKinley County District Attorney's Office is currently seeking immediate resumes for two (2) Assistant Trial Attorneys and one (1) Senior Trial Attorney. Former position is ideal for persons who recently took the NM bar exam and persons who are in good standing with another state bar. Senior Trial Attorney position requires substantial knowledge and experience in criminal prosecution, rules of criminal procedure and rules of evidence. Persons who are in good standing with another state bar or those with New Mexico criminal law experience in excess of 5 years are welcome to apply. The McKinley County District Attorney's Office provides regular courtroom practice and a supportive and collegial work environment. Enjoy the spectacular outdoors in the adventure capital of New Mexico. Salaries are negotiable based on experience. Submit letter of interest and resume to Paula Pakkala, District Attorney, 201 West Hill, Suite 100, Gallup, NM 87301, or e-mail letter and resume to PPakkala@da.state.nm.us by 5:00 p.m. March 15, 2018.

Attorney Associate

The Third Judicial District Court in Las Cruces is accepting applications for a permanent, full-time Attorney Associate. Requirements include admission to the NM State Bar plus a minimum of three years experience in the practice of applicable law, or as a law clerk. Under general direction, as assigned by a judge or supervising attorney, review cases, analyze legal issues, perform legal research and writing, and make recommendations concerning the work of the Court. For a detailed job description, requirements and application/resume procedure please refer to <https://www.nmcourts.gov/careers.aspx> or contact Briggett Becerra, HR Administrator Senior at 575-528-8310. Deadline for submission is: March 16, 2018.

Associate Attorney Positions

Bleus & Associates, LLC is presently seeking to fill (2) two Associate Attorney Positions for its new Albuquerque Office near Jefferson Office Park. (1) Senior Associate with 10+ years of experience and (1) Junior Associate with 0-9 years' experience sought. Candidates should possess Civil Litigation/Personal Injury experience and a great desire to zealously advocate for Plaintiffs. Trial experience preferred. Salary D.O.E. Please submit Resume's to paralegal2.bleuslaw@gmail.com. All inquiries shall remain confidential.

Legal Secretary

Holland & Hart LLP, a premier regional law firm, currently has an opening for a legal secretary in our Santa Fe office. Recent legal secretary and litigation experience, excellent administrative skills, strong attention to detail and proficient in MS Office Suite required. Previous experience in oil and gas regulatory work preferred. We offer excellent salaries, outstanding benefits, and a professional work environment. Qualified applicants are invited to submit a resume to Debra Levenduski at dlewenduski@hollandhart.com or via facsimile to 303-295-8261. No phone calls please. EOE/M/F

Legal Secretary/Assistant

Well established civil litigation firm seeking Legal Secretary/Assistant with minimum 3- 5 years' experience, including knowledge of local court rules and filing procedures. Excellent clerical, organizational, computer & word processing skills required. Fast-paced, friendly environment. Benefits. If you are highly skilled, pay attention to detail & enjoy working with a team, email resume to: e_info@abrfirm.com

Paralegal Position

New Mexico Mutual is seeking an exceptional paralegal to assist the Vice President-General Counsel and in-house counsel within the Corporate Governance Department. The department oversees the legal, compliance, enterprise risk management, outside counsel management, corporate governance, and government relations functions for the company. Individual must be a poised self-starter who is personable, professional, energetic, inquisitive, and takes pride in his or her work. Excellent communication, negotiation, analytical, and problem-solving skills, with an attention to detail, are required. Ability to multi-task, prioritize, and deliver consistent, timely, and quality work is a must. A bachelor's degree and a minimum three years paralegal experience with a law firm, company, or other organization is required. Corporate, workers' compensation, and medical records paralegal experience is a plus. Visit www.nmmcc.com/about-us/careers/ for more information. A letter of interest and resume can be submitted to: humanresources@newmexicomutual.com.

Legal Secretary Position 1st Judicial District Attorney

The First Judicial District Attorney's Office has an opening available for a legal secretary. This position provides assistance to DA staff by preparing documents, assisting in trial preparation, performing data entry, maintaining calendars, as well as other related job duties. Salary is based on experience and the District Attorney Personnel and Compensation Plan. Please send resume and letter of interest to: "DA Employment," PO Box 2041, Santa Fe, NM 87504, or via e-mail to 1stDA@da.state.nm.us.

Services

Briefs, Research, Appeals—

Leave the writing to me. Experienced, effective, reasonable. cindi.pearlman@gmail.com (505) 281 6797

Business Opportunities

Office Share and Potential Partnership

Newly admitted attorney seeking others newly admitted and early career interested in office share and potential future partnership. Please send brief introduction to NMSel33@mailfence.com.

Legal Assistant Positions

The Office of the New Mexico Attorney General is recruiting for two (2) Legal Assistant positions in the Consumer & Environmental Protection Division in Civil Affairs. The job postings and further details are available at www.nmag.gov/human-resources.aspx.

Office Space

500 Tijeras NW

Three beautiful furnished ,and spacious downtown offices available with reserved on-site tenant and client parking. Walking distance to court-houses. Two conference rooms, security, kitchen, gated patios and a receptionist to greet and take calls. Please email esteffany500tijerasllc@gmail.com or call 505-843-1905.

Office Space

4 rooms plus large reception/secretarial area and kitchenette. Hard wood flooring, fire-place, free parking in private lot and street side. Located in converted casa on Lomas. Walking distance to Courthouses. \$1500/mo. Ken Downes 238-0324

Three Large Offices and Two Secretarial Areas

Reception area with cathedral ceiling and skylights. Refrig. air and great parking. \$850.00 per month. Please call (505) 243-4541

Official Publication of the State Bar of New Mexico

BAR BULLETIN

SUBMISSION DEADLINES

All advertising must be submitted via e-mail by 4 p.m. Wednesday, two weeks prior to publication (*Bulletin* publishes every Wednesday). Advertising will be accepted for publication in the *Bar Bulletin* in accordance with standards and ad rates set by the publisher and subject to the availability of space. No guarantees can be given as to advertising publication dates or placement although every effort will be made to comply with publication request. The publisher reserves the right to review and edit ads, to request that an ad be revised prior to publication or to reject any ad. **Cancellations must be received by 10 a.m. on Thursday, 13 days prior to publication.**

For more advertising information, contact:
Marcia C. Ulibarri at 505-797-6058
or email mulibarri@nmbar.org

JUDGE MICHAEL D. BUSTAMANTE (RET.)

Mediations & Arbitrations



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JANE YOHALEM *Appeals*

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David Stotts Attorney at Law

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Bill Chesnut, MD *Orthopedic Surgeon, Retired*



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Medical Record Review
and IMEs

<http://billchesnutmd.com/>
BillChesnutMD@comcast.net
505-501-7556

Classified

Positions

Attorney

Sheehan & Sheehan, P.A., an AV-rated litigation firm, seeks an attorney with 0-5 years' experience to join its growing and dynamic civil litigation practice. This attorney will work primarily in the fields of construction law, employment law, and insurance defense litigation, including professional liability defense. Strong academic credentials and excellent research and legal writing skills a must. All inquiries confidential. Excellent salary and benefits, with opportunities for advancement within the firm. Please send resume, references, and writing sample to applicants@sheehansheehan.com by February 25, 2018 for best consideration.

Lawyer Position

Guebert Bruckner P.C. seeks an attorney with up to five years experience and the desire to work in tort and insurance litigation. If interested, please send resume and recent writing sample to: Hiring Partner, Guebert Bruckner P.C., P.O. Box 93880, Albuquerque, NM 87199-3880. All replies are kept confidential. No telephone calls please.

Eleventh Judicial District Attorney's Office, Div II

The McKinley County District Attorney's Office is currently seeking immediate resumes for two (2) Assistant Trial Attorneys and one (1) Senior Trial Attorney. Former position is ideal for persons who recently took the NM bar exam and persons who are in good standing with another state bar. Senior Trial Attorney position requires substantial knowledge and experience in criminal prosecution, rules of criminal procedure and rules of evidence. Persons who are in good standing with another state bar or those with New Mexico criminal law experience in excess of 5 years are welcome to apply. The McKinley County District Attorney's Office provides regular courtroom practice and a supportive and collegial work environment. Enjoy the spectacular outdoors in the adventure capital of New Mexico. Salaries are negotiable based on experience. Submit letter of interest and resume to Paula Pakkala, District Attorney, 201 West Hill, Suite 100, Gallup, NM 87301, or e-mail letter and resume to PPakkala@da.state.nm.us by 5:00 p.m. March 15, 2018.

Litigation Attorney (IRC61705)

The Los Alamos National Laboratory (LANL) Office of Laboratory Counsel is seeking an attorney with at least eight years of experience to provide legal services on a broad range of litigation, including employment, construction, commercial, and other matters. The attorney will work independently and with outside counsel to develop and implement litigation strategies. In addition, the attorney will participate in, and occasionally first-chair, trials, administrative hearings, mediations, arbitrations, and other proceedings. The position requires the ability to obtain a security clearance, which involves a background investigation, and must meet eligibility requirements for access to classified matter. To see full job ad and/or to apply go to: <http://www.lanl.gov/careers/> When applying, be sure to apply to IRC61705. For specific questions about the status of this job call Antoinette Jiron at (505) 665-0749. LANL is an equal opportunity employer.

Attorney Associate, Unclassified, Full-time, Santa Fe, NM

Perm# 10102423-23100; Opening Date: 01/29/2018 – Close Date: 02/28/2018; Job Pay Range LL: \$28,128 - \$43.95 per hour; Target Pay Range/Rate: \$28,128 - \$33.65 per hour; The First Judicial District Court is recruiting for a Full-time, Unclassified “at will” Attorney Associate position in Santa Fe, New Mexico. **QUALIFICATIONS:** Education: Must be a graduate of a law school meeting the standards of accreditation of the American Bar Association; possess and maintain a license to practice law in the State of New Mexico. Education Substitution: None. Experience: Three (3) years of experience in the practice of applicable law, or as a law clerk. Experience Substitution: None. Other: Completion of a post offer background check may be required. Knowledge: Thorough knowledge of United States and New Mexico constitutions, federal law, New Mexico case law, statutes, rules, policies and procedures; Code of Judicial Conduct; Rules of Professional Conduct; court jurisdiction and operations; manual and computerized legal research; principles of legal analysis and writing, legal proofreading and editing, standard English usage and grammar; and computer software applications (e.g., legal research, word processing, databases, court case management system, e-mail and internet). **TO APPLY:** A NM Judicial Branch Employment Application or a Resume and Resume Supplemental Form along with a copy of proof of education must be received by mail or hand delivered by 5:00 p.m. Wednesday, February 28, 2018. A legal writing sample must be submitted with the application/resume. First Judicial District Court, Human Resource Office, 225 Montezuma Ave., P.O. Box 2268, Santa Fe, NM 87504. Please visit the NM Judiciary web-site to view a complete job announcement at: <https://nmcourts.gov> under careers or call 505-455-8196.

Two Energetic Attorneys

O'Brien & Padilla, P.C., is seeking two energetic attorneys with 3+ years of experience to join our growing and highly rated insurance defense law firm. Duties include all aspects of litigation, including but not limited to preparing pleadings and motions, taking and defending depositions, participating in mediations and arbitrations, and handling hearings and trials. We handle all types of insurance matters at all stages of the case, but the firm's primary practice areas include bad-faith, personal injury, and workers' compensation. We are looking for at least one attorney with experience in workers' compensation matters. We offer competitive salaries and benefits for the right candidates. Please submit your cover letter, resume, references, and writing sample to rpadilla@obrienlawoffice.com.

Assistant City Attorney

City of Las Cruces - Assistant City Attorney/Prosecutor. Closing date: Open until filled. Salary: \$58,102.98 -- \$87,154.47 annually. This posting is for a Municipal Court Prosecutor. Fulltime regular, exempt position that performs a variety of legal duties to support the City Attorney's office which may include review, prepare, and draft briefs, ordinances, resolutions, contracts, leases, permits, and other related documents. Minimum requirements: Juris Doctor Degree plus one (1) year of experience in criminal prosecution. A combination of education, experience, and training may be applied in accordance with City of Las Cruces policy. Member of the New Mexico State Bar Association, licensed to practice law in the state of New Mexico; active with all New Mexico Bar annual requirements. Valid driver's license may be required or preferred. Visit website <http://agency.governmentjobs.com/lascruces/default.cfm> for further information, job posting, requirements and online application process.

Staff Attorney

The New Mexico Environmental Law Center, a nonprofit public interest law office seeks an attorney to represent New Mexico's communities, environmental groups, indigenous communities and tribal governments in their efforts to protect their air, land, water and public health. Responsibilities include advocating for clients in local, state and federal forums. Our casework is throughout New Mexico. Minimum of five years of experience, including litigation before administrative agencies and courts required. New Mexico bar membership and experience in water law preferred. Competitive nonprofit salary DOE and generous benefits. The Law Center is an equal opportunity employer. Send a cover letter, resume, writing sample and three references to Yana Merrill at ymerrill@nmelc.org or 1405 Luisa Street, Suite 5, Santa Fe, N.M 87505. Applications will be received until the position is filled. No telephone calls please. Further details available at www.nmelc.org.

POSITION: Civil Legal Attorney (Contract)

PROGRAM: Peacekeepers, Espanola NM; **STATUS:** Contract; **BENEFITS:** NO; **RATE OF PAY:** \$40/Hr. to \$50/Hr. for 20 hours per week; **EDUCATION:** Juris Doctorate; **EXPERIENCE:** 10 years' experience in family law **REQUIRED CERTIFICATES:** Must be licensed to practice law in the state of New Mexico. The Civil Legal Attorney will practice civil and family law with an emphasis on domestic violence orders of protections within the Eight Northern Pueblos. Must have knowledge of Native American cultures and customs and will be required to practice in tribal courts.

Position Announcement Research and Writing Specialist - Las Cruces 2018-03

The Federal Public Defender for the District of New Mexico is seeking a full time, experienced Research and Writing Specialist for the branch office in Las Cruces. The Federal Public Defender operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, and provides legal representation in federal criminal cases and related matters in the federal courts. The Research and Writing Specialist is an attorney position that provides advanced research and writing services to staff attorneys on trial and appellate cases, performs computer assisted legal research, aids in the development of legal strategies, writes briefs, motions, petitions for certiorari, and legal memoranda for review by the Defender and staff attorneys. General duties include examining, analyzing and researching records and issues, performing legal research and preparing legal documents, assisting AFD staff with all aspects of case preparation, training, continuing legal education and supervision of legal interns as appropriate. The Research and Writing Specialist does not ordinarily sign pleadings or make court appearances. Minimum qualifications include graduation from an accredited law school, admission to practice in good standing before the highest court of a state, and a working knowledge of federal criminal law and procedure. Candidates must be able to analyze legal issues from lengthy, complex records, write clearly and concisely, and have strong computer automation skills. Prior appellate writing experience, law review membership or a judicial law clerkship are desirable. This is a full-time position with federal salary and benefits based upon qualifications and experience. Starting pay ranges from a JSP 9-15, \$50,598 to \$121,280 annually depending on experience. Research and Writing Specialists may not engage in the private practice of law. All employees are subject to mandatory electronic fund transfer (direct deposit) for payment of net pay. The selected candidate will be subject to a background check as a condition of employment. The Federal Public Defender is an equal opportunity employer. In one PDF document, please submit a statement of interest, detailed resume of experience, and three references to: Stephen P. McCue, Federal Public Defender; FDNM-HR@fd.org; Reference 2018-03 in the subject. Writing samples will be required only from those selected for interview. Applications must be received by March 9, 2018. Positions will remain open until filled and are subject to the availability of funding. No phone calls please. Submissions not following this format will not be considered. Only those selected for interview will be contacted.

Tired of practicing law the traditional way?

We're Slingshot. We are the result of a merger between Law 4 Small Business (L4SB) and Business Law Southwest (BLSW) back in July 2017. We're doing law different. The Internet. Rapid response times. Complex legal services, with cost-effective rates. Paperless. Flat-rate. High-tech. Accessible. Efficient. These are just some of the phrases used to describe our practice and our services. We have immediate openings for three (3) business lawyers. The first two positions are with our litigation group, who seeks two (2) litigators with 1-5 years of experience. We desire motivated self-starters who feel ready to be first-chair in a complex litigation. Our third position would work with our Internet sales and business transactions groups. Specifically, we seek an attorney with 1-5 years of experience, who will help with business transactions, including LLC formation, trademarks, contract reviews and drafting, and answering questions for prospective clients. Such an individual must be capable of thriving in very busy environments, where the phone is ringing off the hook. Learn more by going to slingshot.law/seeking. Tired of practicing law the traditional way? Come join a very progressive firm that is intent on becoming a leader in practical, pragmatic legal services focused to the exclusive needs of business.

13th Judicial District Attorney Senior Trial Attorney, Trial Attorney, Assistant Trial Attorney Cibola, Sandoval, Valencia Counties

Senior Trial Attorney - Requires substantial knowledge and experience in criminal prosecution, as well as the ability to handle a full-time complex felony caseload. Trial Attorney - Requires misdemeanor and felony caseload experience. Assistant Trial Attorney - May entail misdemeanor, juvenile and possible felony cases. Salary is commensurate with experience. Contact Krissy Saavedra KSaavedra@da.state.nm.us or 505-771-7411 for application.

We have an entry-level attorney position available in Las Vegas, New Mexico

Excellent opportunity to gain valuable experience in the courtroom and with a great team of attorneys. Requirements include J.D. and current license to practice law in New Mexico. Please forward your letter of interest and resumé to Richard D. Flores, District Attorney, c/o Mary Lou Umbarger, District Office Manager, P.O. Box 2025, Las Vegas, New Mexico 87701; or via e-mail: mumbarger@da.state.nm.us Salary will be based on experience, and in compliance with the District Attorney's Personnel and Compensation Plan.

New Mexico Association of Counties Litigation Associate

The New Mexico Association of Counties is seeking an in-house litigation associate for its legal bureau in Albuquerque. Successful candidate shall have at least two years of litigation experience. Position will allow the successful candidate to participate in litigation in a wide variety of civil practice areas. We offer an excellent benefits package, competitive salary, and great working environment. Email resume, writing sample and references by March 9, 2018 to bhuss@nmcounties.org

Assistant Attorney General Positions

The Office of the New Mexico Attorney General is seeking attorneys for multiple openings for Assistant Attorney General positions in its Open Government Division based in Santa Fe. A copy of the job posting and further details available at www.nmag.gov/human-resources.aspx or by emailing Division Director Sally Malavé at smalave@nmag.gov.

Prosecutor

Do you know why you check the classified section in the Bar Bulletin each week? Because you're not satisfied with the job you have. You're tired of keeping track of your life in 6-minute increments, and tired of doing a job that doesn't give you a sense of purpose. If you're ready for a change and want a job where you will truly make a difference in your community, where you seek truth and justice, try cases, and hold criminal offenders responsible for their actions, come join our team. The Twelfth Judicial District Attorney's Office has a vacancy for a prosecutor in our Lincoln County Office. If you're interested in learning more about the position or want to apply, email your resume and a cover letter to John Sugg at 12thDA@da.state.nm.us or mail to 12th Judicial District Attorney's Office, 1000 New York Ave, Room 101, Alamogordo, NM 88310.

RFLI of Workmans' Compensation Legal Services

Notice is hereby given that the City of Albuquerque, Department of Finance and Administration, Risk Management Division calls for Proposals for RFLI of Workmans' Compensation Legal Services. Interested parties may secure a copy of the Proposal Packet from the City of Albuquerque Risk Management Division, PO Box 470, Albuquerque, NM 87103, (505) 768-3080, or by accessing the City's website at <https://www.cabq.gov/dfa/documents/request-for-letters-of-interest-workers-compensation-legal-services.pdf>. Proposals submitted pursuant to this request will be accepted by the City on an ongoing basis until further notice in order to maintain a current listing of pre-qualified firms available to perform services for the City.

Attorney

The Pantex Plant in Amarillo, TX is looking for an Attorney with well-developed counseling, investigative, and negotiation skills who has at least five years of experience representing employers in private practice or in a corporate law department as labor and employment counsel. Candidates must possess strong interpersonal, writing, and verbal skills, the ability to manage simultaneous projects under deadline, and flexibility to learn new areas of law. Candidates must be licensed to practice law in at least one state and must be admitted, or able to be admitted, to the Texas bar. For more information on the position please visit www.pantex.com, Careers, Current Opportunities and reference Req #17-0227.

Paralegal

Busy personal injury firm seeks paralegal with experience in personal injury litigation. Ideal candidate must possess excellent communication, grammar and organizational skills. Must be professional, self-motivated and a team player who can multi-task. Salary depends on experience. Firm offers benefits. Fax resumes to (505) 242-3322 or email to: nichole@whitenerlawfirm.com

Legal Assistant Positions

The Office of the New Mexico Attorney General is recruiting for two (2) Legal Assistant positions in the Consumer & Environmental Protection Division in Civil Affairs. The job postings and further details are available at www.nmag.gov/human-resources.aspx.

Paralegal/Legal Assistant

Jones & Smith Law Firm, LLC seeks an experienced legal assistant/paralegal to work 20-25 hours per week to perform paralegal, secretarial and administrative duties. The position requires excellent proof-reading, communication, organizational, and computer skills. Please send a letter of interest and resume by fax to (505) 244-0020 or by e-mail to jennifer@jones-smithlaw.com.

Litigation Paralegal

Hinkle Law Firm in Santa Fe seeking litigation paralegal. Experience (2-3 years) required in general civil practice, including labor and employment. Candidates must have experience in trial preparation, including discovery, document production, scheduling and client contact. Degree or paralegal certificate preferred, but will consider experience in lieu of. Competitive salary and benefits. All inquires kept confidential. Santa Fe resident preferred. E-mail resume to: gromero@hinklelawfirm.com

Legal Secretary/Assistant

Well established civil litigation firm seeking Legal Secretary/Assistant with minimum 3- 5 years' experience, including knowledge of local court rules and filing procedures. Excellent clerical, organizational, computer & word processing skills required. Fast-paced, friendly environment. Benefits. If you are highly skilled, pay attention to detail & enjoy working with a team, email resume to: e_info@abrfirm.com

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Paralegal Wanted

Albuquerque Law Firm seeking a full time paralegal, with a minimum of 5 years of experience. Experience is preferred in general civil practice, including medical malpractice defense, personal injury and civil rights. Candidates should have excellent writing and research skills, be able to draft and answer discovery and the ability to work independently. A paralegal certificate or degree is preferred. Competitive salary and benefits. All inquiries will be kept confidential. Submit resume to: jertsgaard@parklawnm.com

Services

Briefs, Research, Appeals—

Leave the writing to me. Experienced, effective, reasonable. cindi.pearlman@gmail.com (505) 281 6797

Office Space

Office Building For Sale

Build your own net worth and not your Landlord's. Office building for sale. Two stories, 6,000 sq. ft. Lots of parking on-site. Nine attorney offices. Open secretarial spaces. Reception area. Large library. Two smaller conference rooms. Kitchen. Plus 500 sq. ft. storage building. Other amenities. \$750,000. Owner financing available. Call George at 505-243-6721 or 505-980-8320.

500 Tijeras NW

Three beautiful furnished ,and spacious downtown offices available with reserved on-site tenant and client parking. Walking distance to court-houses. Two conference rooms, security, kitchen, gated patios and a receptionist to greet and take calls. Please email esteffany500tijerasllc@gmail.com or call 505-843-1905.

Office Space

4 rooms plus large reception/secretarial area and kitchenette. Hard wood flooring, fire-place, free parking in private lot and street side. Located in converted casa on Lomas. Walking distance to Courthouses. \$1500/mo. Ken Downes 238-0324

Nob Hill Office Building

3104 Monte Vista Blvd. NE. 1,200 sf sweet remodel a block off Central. Two private offices, large staff area, waiting room, full kitchen, 3/4 bath, hardwood floors, 500 sf partial finished basement, tree-shaded yard, 6 off-street parking spaces. \$1,400 per month with one-year lease. Call or email Beth Mason at 505-379-3220, bethmason56@gmail.com

Peaceful Oasis, Convenient to Courthouses

Excellent office space for lease. Southwest style. Extra-Sized professional office (20'x 16'), part of private law office suite. Complete with: conference room, waiting area, break room, and restrooms. Ample parking for clients. Quick freeway access. Close to courthouses. Quiet setting with courtyard entrance and mature landscaping. Viga ceilings and adobe walls. Two huge windows. Only \$750/month. Street sign space also available. Contact Carol or Helena at (505) 246-1669.

Three Large Offices and Two Secretarial Areas

Reception area with cathedral ceiling and skylights. Refrig. air and great parking. \$850.00 per month. Please call (505) 243-4541

Official Publication of the State Bar of New Mexico

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For more advertising information, contact:
Marcia C. Ulibarri at 505-797-6058
or email mulibarri@nmbar.org