

New Mexico State Senate  
**OFFICE OF THE SENATE**  
**CHIEF CLERK**  
Job Descriptions



*Updated 2023*

## TABLE OF CONTENTS

- ◆ Administrative Assistant
- ◆ Maintenance
- ◆ Computer Support Specialist
- ◆ Legislative Assistant
- ◆ Committee Secretary
- ◆ Senior Page
- ◆ Attendant
- ◆ Security
- ◆ Analysts (*Pool, Committee, Leadership Analysts*)
- ◆ Tour Guide
- ◆ Supply Clerk
- ◆ Proof Reader
- ◆ Senate Reader
- ◆ Enrolling and Engrossing Clerks
- ◆ Bill Room Clerks (*Calendar, Bill, Message Clerks*)
- ◆ Xerox Operator
- ◆ Chamber – Committee  
Equipment operator
- ◆ Journal Clerk
- ◆ Committee Chair Administrative  
Assistant
- ◆ Committee Float Secretary
- ◆ Receptionist/Legislative Support
- ◆ Financial/Human Resource  
Officer

## ADMINISTRATIVE ASSISTANT

Senate Administrative Assistants are assigned to specific Senators. They are hired to assist the Senator in his/her daily office duties.

### Tasks:

- Answer the telephone, transfer calls and take messages.
- Prepare and maintain files for the Senator, including bill files, correspondence files and other files, as requested.
- Maintain a daily schedule of committee meetings, floor sessions and other events.
- Open and organize the Senator's mail on a daily basis.
- Maintain a sign-in sheet for visitors who wish to see the Senator.
- Work with the Senator and the Page Director to prepare for visitors that the Senator wishes to host.
- Copy, scan and email documents.
- Perform other duties as assigned.

### Knowledge, Skills and Abilities:

- Knowledge of general clerical and office management practices.
- Knowledge of legislative procedures and processes.
- Basic computer knowledge of Microsoft programs.
- Accomplish general office duties with minimal supervision.
- Ability to communicate effectively and professionally with constituents, legislators, office personnel and other office contacts.

### Minimum Qualifications:

- High school diploma or equivalent and one year of relevant office experience.
- Type 50 words per minute.

**Hours: 8:00 a.m. – 5:00 p.m.**

Starting pay – \$18.81

# MAINTENANCE

Maintenance performs routine custodial work at the New Mexico Legislature.

## Tasks:

- Empty and wash all waste receptacles.
- Wipe down and sanitize all restroom partition doors and walls.
- Vacuum and remove stains on carpets, furniture, stairway landings and entrance walls.
- Dust and/or wax all surfaces within reach, including desks, chairs, file cabinets, doors, partition glass, etc.
- Remove finger marks around light switches and on walls.
- Clean/disinfect sinks, mirrors, toilet bowls, toilet seats and urinals in restrooms.
- Wet mop restroom floors daily.
- Replenish hand soap, paper towels and tissue dispensers when out.
- Clean and sanitize all drinking fountains and doorknobs.
- Clean all other Senate areas periodically, as required.

## Knowledge, Skills and Abilities:

- Able to follow verbal and written instructions.
- Able to work well with others.

## Minimum Qualifications:

- High school diploma or equivalent work experience.

Day and evening positions available

Starting pay – \$ 15.00

# COMPUTER SUPPORT SPECIALISTS

Computer Support Specialists will perform a variety of computer related tasks, including troubleshooting assistance and computer software repair and diagnostics. This position covers IT professionals who spend less than half their time in any one IT job function, typically including activities in client/server management, support services, and applications.

## Tasks:

- Participate in the management and development of IT systems and improve the various components of computer systems and the project processes as applicable.
- Install and configure computer systems and networks and provide specialist technical advice. Monitor performance, investigate and remedy failures in computer and software systems and networks. Analyze, develop and implement IT security measures.
- Repair computers and ensure that they are functioning properly.
- Configure hardware and software updates.
- Participate in the preparation of documentation, inventory control, procedures and designs for systems and equipment.
- Assist with zoom meetings and video operations in senate chamber/committee rooms.
- Assist Senators and legislative staff with possible technical difficulties that may emerge. Independently prioritize multiple customer service requests based on work flow and department priorities.
- Perform other duties as requested by the Chief Clerk.

## Knowledge, Skills, Abilities and Qualifications

Under professional supervision as to the method of approach and requirements, perform professional computer help desk support requiring individual judgment and initiative. This position reports to the Chief Clerk of the Senate but is still expected to act with a high degree of independence such as work priorities, problem assessment and resolution, and troubleshooting and resolving critical system downtime working with the IT Senate Support staff.

**Must be able to work an indefinite amount of hours**

Starting pay – \$ 26.43

# LEGISLATIVE ASSISTANT

The Legislative Assistant provides legislative and administrative support to the assigned Senator(s) during the Legislative Session. At the direction and under the supervision of the assigned Senator(s):

## Tasks:

- Track, monitor, and report legislative action or developments on legislation sponsored by assigned Senator(s).
- Work with Legislative Council Service to draft or amend legislation.
- Analyze legislation.
- Conduct or coordinate research.
- Perform other duties as requested.

## Supervision and Guidelines:

- Work is performed under the supervision of the assigned Senator(s) and the Chief Clerk's office. Guidelines include policies and procedures adopted by Senate rules and Legislative Council Service.

## Minimum Qualifications:

- A bachelor's degree from an accredited college or university, or an equivalent combination of relevant experience and education.
- Experience in or knowledge of the legislative process.
- Excellent organizational skills, including ability to prioritize work and work independently to meet specific goals and timelines.

## Working Conditions:

- Legislative employees work in a professional and fast-paced environment in the State Capitol. This position may require working evenings and some weekends. Legislative employees are exempt from the State Personnel Act and from the Federal Fair Labor Standards Act.

**Hours: 8:00 a.m. – 5:00 p.m.**

*If pre-approved, may be requested to work extra hours*

Starting pay – \$ 21.07

## COMMITTEE SECRETARY

The Committee Secretary provides staff assistance to the Committee Chair for his/her committee work.

### Tasks:

- Assist the Administrative Assistant in answering the telephone, transferring calls and taking messages.
- Prepare and maintain files for each bill that is assigned to the Chair's committee.
- Work with the Chair and legislative staff to distribute and post committee schedules accordingly.
- Prepare committee rooms for meetings; make sure bill books are updated and items are properly organized. (Please note: attendants are assigned to assist the Committee Secretary with this activity.)
- Schedule guest speakers on specific issues as needed and requested by the committee.
- Attend all assigned committee meetings.
- Take official votes and maintain the official vote documents of the committee meeting.
- Prepare committee reports after each meeting in a timely manner.

### Knowledge, Skills and Abilities:

- Knowledge of clerical and office management practices, including skill and competence in a diversity of software programs including Word Perfect.
- Able to work independently, cooperatively and often under pressure with diverse people.
- Able to perform varied secretarial tasks with speed and accuracy.
- Able to meet deadlines.
- Advanced knowledge of legislative and committee processes, procedures and policies.

### Minimum Qualifications:

- High school diploma or equivalent and three years of relevant office experience.
- Must be able to type 50 wpm.
- Must communicate effectively and respectfully with constituents, legislators and office personnel.

**Must be able to work an indefinite amount of hours**

Starting pay – \$ 26.43

# SENIOR PAGE

A Senior Page is responsible for delivering correspondence and legislative material to several departments within the legislature.

## Tasks:

- Senior pages report to the Senate Chief Clerk's office.
- Obtain signatures from Senators.
- Deliver messages, bills, floor amendments and other items to appropriate departments.
- Perform other duties as instructed by the Chief Clerk.

## Knowledge, Skills and Abilities:

- Able to multi-task and perform job duties at a swift pace.
- Excellent verbal and written communication skills.
- Must be able to sit and focus for long periods of time.

## Minimum Qualifications:

- Must be able to read.
- Must be willing to work long hours.
- Must dress in business attire.

**Must be able to work an indefinite amount of hours**

Starting pay – \$ 16.80



# ATTENDANT / COMMITTEE ROOM ATTENDANT

Attendants are assigned to the Sergeant-At-Arms. They are hired to assist the Senators and the legislative staff.

## Tasks:

- Assist the Sergeant-At-Arms with the preparation of the Senate Chamber for a floor session, including bill book preparation.
- Staff Senate committees as assigned.
- Copy, fax and perform other tasks at the Senators' request.

## Knowledge, Skills and Abilities:

- Ability to follow written and verbal instructions.
- Ability to accomplish routine duties with minimal supervision.
- Ability to meet physical demands of bill collating and bill book process.
- Ability to stand and focus for long periods of time.
- Knowledge of the legislative process preferred.

## Minimum Qualifications:

- High school diploma or equivalent.
- One year of relevant work experience.
- Must be willing to work long hours.
- Must dress in business attire.

**Must be able to work an indefinite amount of hours**

Starting pay – \$ 16.80

# SECURITY

Security is assigned to assist the Sergeant-At-Arms. They provide security for the State Capitol and are assigned to specific areas, including committee rooms, the chamber gallery, halls and parking areas.

## Tasks:

- Help maintain order and control disruptions.
- Upon request, escort staff to their vehicles after dark.
- Other duties as assigned.

## Knowledge, Skills and Abilities:

- Ability to follow written and verbal instructions.
- Ability to work cooperatively and under pressure with a variety of people.
- Ability to meet physical demands of standing and walking for long periods.
- Ability to work independently.

## Minimum Qualifications:

- One year of relevant work experience.

**Must be able to work an indefinite amount of hours**

Starting pay depends on experience

# **ANALYSTS POOL / COMMITTEE / LEADERSHIP**

Analysts research, analyze and report on assigned bills to identify and interpret language within the bills. Analysts are assigned to specific committees, leadership or the caucus analyst pool.

## Tasks:

- Collect data and research on given assignments.
- Analyze and prepare a written analysis of legislation for the Chair, Committee, Leadership or Caucus.
- Answer questions that may arise.
- Attend committee hearings that pertain to the assigned analysis.
- Perform other duties as assigned.

## Knowledge, Skills and Abilities:

- Proficient policy research skills.
- Knowledge of legislative and committee procedures and policies.
- Ability to work effectively under pressure.

## Minimum Qualifications:

- Bachelor's degree plus one year of relevant work experience.
- Excellent written and verbal communication skills.
- Position requires independent work.

**Must be able to work an indefinite amount of hours  
If pre-approved, may work hybrid**

Starting pay rate – \$ 33.10

## TOUR GUIDES

The Tour Guides conduct tours of the Capitol for the public (may include schools, tourists, Legislators and their guests).

### Tasks:

- Greet visitors in a polite manner.
- Explain the legislative process to guests.
- Schedule and conduct tours.

### Knowledge, Skills and Abilities:

- Prior knowledge of the Capitol and legislative process is preferred.

### Minimum Qualifications:

- Walking and/or standing for long periods of time.
- Must have an optimistic, positive attitude.

Position may or may not be filled during sessions

Starting pay – \$ 18.81

## SUPPLY CLERK

The Supply Clerk's main duty is to order and process supply requests for legislative staff.

### Tasks:

- Manage inventory of the Senate's incoming and outgoing property and supplies.
- Answer telephone inquiries.
- Perform other duties as requested by the Senate Chief Clerk.

### Minimum Qualifications:

- Basic understanding of Microsoft Office, Word Perfect and Microsoft Excel.
- Must be organized.
- Able to read and write proficiently.

Position may or may not be filled during sessions

Starting pay – \$ 18.81

## PROOF READERS

The Proof Readers are responsible for correcting spelling, grammar and punctuation errors.

### Tasks:

- Proofread and correct errors on legislative documents.
- Research proper spelling of legislative terms.
- May include other duties, as assigned.

### Knowledge, Skills and Abilities:

- Basic knowledge of spelling, grammar and punctuation.
- Work well independently and in a group.
- Knowledge of legislative terminology.
- Knowledge of bills' format.

### Minimum Qualifications:

- Must be able to read, write and spell proficiently.
- Will be required to sit for long periods at a time.

Must be able to work an indefinite amount of hours

Starting pay – \$ 26.43

## SENATE READER

The Reader will be required to read out loud all materials given to the Senate during the floor sessions.

### Tasks:

- Read all legislation introduced (by number, title and sponsor).
- Read all messages and correspondence from the Governor, House of Representatives, Committees and others.
- Read floor amendments.
- Assist in counting votes when roll call is taken.
- Reader will assist proofreaders or provide other assistance as needed.

### Minimum Qualifications:

- Must be able to read, and speak proficiently.

Must be able to work an indefinite amount of hours

Starting pay – \$ 18.81

## ENROLLING & ENGROSSING CLERKS

The Enrolling and Engrossing Clerks create and prepare official documentation for the Chief Clerk of the Senate.

### Tasks:

- Create certificates of congratulations and condolences.
- Produce final documentation that incorporates Senate and House amendments into passed legislation for the Governor's Office.
- Perform other duties as assigned by the Chief Clerk.

### Knowledge, Skills and Abilities:

- Basic knowledge of Word Perfect and Microsoft Office.
- Prioritize and delegate tasks efficiently.
- Ability to function well in a high-paced and at times stressful environment.
- Excellent organizational skills.
- Detail-oriented.

### Minimum Qualifications:

- Must be able to read, write and spell efficiently.

**Must be able to work an indefinite amount of hours**

Starting pay – \$ 26.43

## BILL ROOM CLERKS (CALENDAR / BILL / MESSAGE)

Employees in the Bill Room perform a variety of tasks for the Chief Clerk during the legislative session.

### Tasks: Calendar Clerk

- Prepare daily committee hearing schedules.
- Prepare daily Senate chamber schedules.
- Perform other duties as assigned.

### Tasks: Bill Clerk

- Keep a daily log of passed and failed legislation.
- Keep track and file legislative folders and documents pertaining to bills.
- Add legislators as sponsors or co-sponsors to legislation.
- Prepare bills for floor session calendar for the Chief Clerk.
- Perform other duties as assigned.

### Tasks: Message Clerk

- Prepare daily messages for the House, Governor's Office and others as requested by the Senate.
- Keep track of Senate confirmations.
- Keep track of incoming legislation that been assigned numbers.
- Perform other duties as assigned.

### Knowledge, Skills and Abilities:

- Basic understanding of Word Perfect and Microsoft Office.
- Maintain organization.
- Work well with others in a fast-paced environment.
- Knowledge of floor session procedures and activities.

### Minimum Qualifications:

- Must be proficient at reading, writing and spelling.

**Must be able to work an indefinite amount of hours**

Starting pay – \$ 23.60

## XEROX OPERATOR

The Xerox Operator duplicates, scans and emails documents during the legislative session.

### Tasks:

- Maintain equipment so it runs effectively.
- Add paper to the Xerox machine.
- Make copies and scan documents.
- Perform other duties as instructed by the Chief Clerk.

### Knowledge, Skills and Abilities:

- Multi-task and prioritize duties according to demand.
- Follow written and verbal instructions.

### Minimum Qualifications:

- Must be able to read and write.
- High school diploma or equivalent.

Must be able to work an indefinite amount of hours

Starting pay – \$ 18.81

## CHAMBER AND COMMITTEE EQUIPMENT OPERATOR

Operators assist in the Senate Chamber and committee rooms with the operation of technology.

### Tasks:

- Test equipment so it runs effectively.
- Assist in video, web cam, vote counting, zoom operations and Senate board operation.
- Perform other duties as instructed by the Chief Clerk.

### Knowledge, Skills and Abilities:

- Multi-task and prioritize duties according to demand.
- Follow written and verbal instructions.

### Minimum Qualifications:

- Sit and be attentive for long periods.
- Proficient with technology and other related software.

Must be able to work an indefinite amount of hours

Starting pay – \$ 21.00



# JOURNAL CLERK

The Journal Clerk works closely with the Senate Chief Clerk, taking notes of all Senate legislative actions.

## Tasks:

- Keep record of all proceedings that occur during the legislative floor session, including:
  - Vote Counts
  - Roll Call
  - Messages from the House of Representatives
  - Executive Messages
  - Resolutions
  - Memorials
- Copy, scan and email documents.
- Proofread documents for clerical errors.
- Create the Senate journal.

## Knowledge, Skills and Abilities:

- Able to follow written and verbal instructions.
- Excellent organizational skills.
- Ability to function well in a high-paced and at times stressful environment.

## Minimum Qualifications:

- Proficient in reading, writing and spelling.
- Sit and be attentive for long periods.
- Must be able to type 50 wpm.
- Proficient with Word Perfect and other related software.

**Must be able to work an indefinite amount of hours**

Starting pay – \$ 26.43

# COMMITTEE CHAIR ADMINISTRATIVE ASSISTANT

Senate Committee Chair Administrative Assistants are assigned to specific Committee Chairs. They are hired to assist the Chair in his/her daily office duties.

## Tasks:

- Answer the telephone, transfer calls and take messages.
- Prepare and maintain files for the Senator, including bill files, correspondence files and other files, as requested.
- Maintain a daily schedule of committee meetings, floor sessions and other events.
- Open and organize the Senator's mail on a daily basis.
- Maintain a sign-in sheet for visitors who wish to see the Senator.
- Work with the Senator and the Page Director to prepare for visitors that the Senator wishes to host.
- Copy, scan and email documents.
- Assist Committee Secretary as requested.
- Track, monitor, and report legislative action or developments through committee hearings and floor debates to the Committee Chair.
- Perform other duties as requested.

## Knowledge, Skills and Abilities:

- Knowledge of general clerical and office management practices.
- Knowledge of legislative procedures and processes.
- Basic computer knowledge of Microsoft programs.
- Accomplish general office duties with minimal supervision.
- Ability to communicate effectively and professionally with constituents, legislators, office personnel and other office contacts.

**Hours: 8:00 a.m. – 5:00 p.m.**

*If pre-approved, may be requested to work extra hours*

Starting pay – \$ 21.07

## COMMITTEE FLOAT SECRETARY

The Committee Float Secretary follows the same tasks, knowledge, skill and abilities as stated in the job description of the committee secretary.

This is an on-call position to work as needed in committee when Senate staff is absent or extra assistance is needed.

*Staff must be available to report within 2 hours of notification.*

Must be able to work an indefinite amount of hours

## RECEPTIONIST / LEGISLATIVE SUPPORT

This is an on-call position to work as needed to fill in for absent Senate staff.

### Tasks:

- Provide legislative support services as assigned by the Chief Clerk's office which may include: telephone coverage; typing correspondence; assisting with projects; filing.
- Performs other duties as required such as coverage for absent administrative assistants.

*Staff must be available to report within 2 hours of notification.*

Hours: 8:00 a.m. – 5:00 p.m.

*If pre-approved, may be requested to work extra hours*

# FINANCIAL / HUMAN RESOURCE OFFICER

The Financial / Human Resource Officer assists the Chief Clerk before and after the legislative session.

## Tasks:

- Assist in preparing legislative session budget, with talking points as requested for committees.
- Assist employees in preparing all employment paperwork, including setting up timekeeping software.
- Review all paperwork to ensure that it is accurately completed.
- Create and maintain database for each Senator and employees within the SHARE system.
- Ensure all Senators are correctly and timely paid for mileage and per-diem.
- Prepare wage reports for the Chief Clerk each pay period and maintain the payroll records for the Senate.
- Process all vendor payment vouchers through DFA.
- Provide assistance with the annual outside audit for the Senate.
- May include other duties, as assigned.

## Knowledge, Skills and Abilities:

- Prior knowledge of the Capitol building and legislative process is preferred.
- Knowledge of accounting, payroll, and SHARE program.
- Customer and personnel service.
- Must have an optimistic, positive attitude.
- Excellent written and verbal communication skills.
- Position requires independent work.

**Must be able to work an indefinite amount of hours**

Starting pay – \$26.43



## SENATE CHIEF CLERK



Cheri D. Lujan

I'd like to personally thank you for your interest in employment at the New Mexico State Senate. I am always looking for energetic individuals to join our team and help serve the citizens in the great state of New Mexico.

Sincerely,

A handwritten signature in blue ink that reads "Cheri D. Lujan".

Cheri D. Lujan  
Senate Chief Clerk

