



NEW MEXICO LEGISLATIVE FINANCE COMMITTEE

Receptionist/Administrative Assistant

The **Legislative Finance Committee** is recruiting to fill a **Receptionist/Administrative** position. The position is responsible for answering phone, greeting visitors, and providing administrative support to Director and staff.

The LFC makes budgetary recommendations to the Legislature for funding state government, higher education and public schools in addition to its accountability and oversight role. Eight senators and eight representatives comprise the LFC, with political parties represented in proportion to membership in each house of the legislature. The LFC maintains a permanent staff of fiscal analysts responsible for developing state agency budget recommendations and conducting policy analysis and oversight; economists who participate in the state's revenue estimating process; program evaluators who develop, lead, and conduct independent program evaluations and special research studies; and support staff to assist the LFC and staff.

Desirable Qualifications

High school diploma or successful completion of GED is required, 1 year of related experience in office administration is preferred. Strong organizational and customer services skills are required. Must have the ability to work overtime during legislative session and during interim committee meetings.

Job Duties

Manage Director's calendar including scheduling meetings. Maintain office IT inventory and staff leave balances. Manage building and IT work orders, and updates of regularly used databases. Compose Director's weekly activity report. Assist other staff as needed. Other duties as assigned.

Compensation and Reporting Relationship

Work is performed under the supervision of the Administrative Services Manager. This position is exempt from civil service law and is non-partisan. Annual compensation will be negotiated based on experience and includes a comprehensive benefits package available to all state employees.

Application Procedure

Persons interested in the LFC positions should submit the following information:

- 1) letter of interest specifically addressing the qualifications described in this announcement;
- 2) current resume; and a
- 3) list of professional references.

Application packages should be sent via email or regular mail to:

Annamae Montoya
Legislative Finance Committee
325 Don Gaspar, Suite 101
Santa Fe, NM 87501
Annamae.montoya@nmlegis.gov

Application Deadline:
September 12, 2025

The LFC is an equal opportunity employer. Staff appointments are made without regard to race, color, religion, sex, national origin, political affiliation, age, disability, or other non-merit factors and solely on the basis of fitness for the job.