

Leadership Secretary to Senate President Pro Tempore Job Description

Introduction

The President Pro Tempore is the highest elected position in the New Mexico Senate. The office supports the President Pro Tempore in performing administrative duties to the Legislature and the State.

The Leadership Secretary provides legislative and administrative support to the Pro Tempore and the Chief of Staff. The Secretary must have strong organizational and time-management skills, including the ability to prioritize tasks and manage multiple responsibilities. The Secretary must be able to exercise discretion and confidentiality of information. This position requires good problem solving skills and the ability to handle many requests and tasks at once. It is a fast-paced position, especially during the Legislative Session.

Responsibilities During the Legislative Session

- Perform a wide variety of administrative duties, including greeting visitors, screening incoming phone calls, maintaining accurate filing systems, managing office supplies, and managing the office to ensure a productive work environment;
- Maintain the Pro Tempore's daily schedule by organizing and responding to incoming requests and invitations;
- Manage guest badges for the Senate;
- Able to handle high-stress moments, solve problems, and work with Senators, staff, and the public;
- Assist with preparation related to legislation the Pro Tempore may sponsor, including outreach with stakeholders, organizing folders with talking points, and analysis;
- Pick up the daily mail, including bill drafts; and
- Other duties as assigned.

Responsibilities During the Interim

- Work with the Chief of Staff to manage the Pro Tempore's appointments to New Mexico Boards and Commissions, including outreach to potential appointees, draft letters, and maintain an accurate account of the records;
- Attend meetings, in-person or virtually, such as interim meetings, legislative events, or other meetings requested by the Pro Tempore or the Chief of Staff;
- Manage communications, including phone calls, emails, and regular mail;
- Maintain an accurate account of travel in-state and out-of-state for all New Mexico State Senators; and
- Other duties as assigned.

Qualifications

- 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 the ability to prioritize work and work independently to meet specific goals and time lines
- Ability to work with leadership staff and other legislative staff
- Ability to work with the public
- Demonstrated ability to handle periods of high stress, particularly while dealing with deadlines, dignitaries, or members of the public

Working Conditions

The Leadership Secretary is expected to work full time during regular and special legislative sessions. In even numbered years, the regular legislative session is 30 calendar days; in odd numbered years, it is 60 calendar days. Session begins on the third Tuesday of January every year.

During the interim (non-session), the Leadership Secretary is expected to work part-time including a portion of time in-person at the Capitol office. Some in-state travel may be required on occasion.

No overtime pay is provided to regular, year-round staff. Compensatory time may be provided at the discretion of the LCS director for additional time worked during the regular Legislative Session.

Classification and Compensation

The compensation range for the Leadership Secretary is \$51,378 to \$80,131. The position includes a comprehensive benefits package available to all state legislative employees.

Please send your resume and letter of interest to sanders.moore@nmlegis.gov by Friday, June 5, 2026.