

## **SECRETARY**

Senate Secretaries are assigned to specific Senators. They are hired to assist the Senator in his/her daily office work.

Tasks include the following:

- \* Answering the telephone, transferring calls, taking messages while always representing the Senator with appropriate professional telephone manners.
- \* Maintaining a professional atmosphere in the office by keeping a secretarial desk and Senate office in order.
- \* Preparing files for the Senator including bill files, correspondence files and other files as requested and maintaining the files on a daily basis.
- \* Maintaining a daily schedule for the Senator including Committee meetings, floor sessions and other events.
- \* Preparing correspondence and other documents as requested by the Senator.
- \* Opening and organizing the Senator's mail on a daily basis.
- \* Maintaining a sign-in sheet on the secretarial desk for visitors who wish to see the Senator and greeting visitors in a cordial and professional manner.
- \* Working with the Senator and the Page Director to set up Pages or visitors that the Senator wishes to host.
- \* Copying, faxing and other duties as assigned.

Knowledge, Skills and Abilities:

- \* Knowledge of general clerical and office management practices.
- \* Knowledge of legislative procedures and processes.
- \* Computer skills.
- \* Ability to work well with others.
- \* Ability to accomplish general office duties with minimal supervision.
- \* Ability to communicate effectively with constituents, legislators, office personnel and other office contacts.

Minimum Qualifications:

- \* High school diploma or equivalent and one year of relevant office experience.
- \* Ability to type 50 words per minute.

## **MAINTENANCE**

Maintenance performs routine custodial work which is generally limited in variety, repetitive in nature and follows standardized or well established procedures and performs related duties as required.

Daily Duties and Responsibilities:

- \* Empty all waste receptacles and place for disposal.
- \* Vacuum all carpeted area and remove spots.
- \* Dust desks, chairs, file cabinets and other furniture.
- \* Dust all ledged and other surfaces within reach.
- \* Spot clean all doors and partition glass.
- \* Remove finger marks from around light switches and walls.
- \* Clean sinks, mirrors, toilet bowls and urinals in restrooms.
- \* Wet mop restroom floors.
- \* Replenish hand soap, towels and toilet tissue dispensers from stock.
- \* Disinfect all toilet bowls, toilet seats and urinals.
- \* Clean and sanitize all drinking fountains.
- \* Spot wash all restroom partition doors and walls.
- \* Vacuum all stairway landings and entrance walls.
- \* Wet mop floors as necessary due to spillage or inclement weather.
- \* Spot clean desk tops.

Weekly Duties and Responsibilities:

- \* Vacuum all upholstered furniture.
- \* Wax and polish all wooden desks and tables.
- \* Wash wastebaskets.

All of the rest of the Senate area is to be cleaned periodically as required to maintain top appearance.

Knowledge, Skills and Abilities:

- \* High school diploma or equivalent.
- \* Little or no previous work experience required.
- \* Ability to follow verbal and written instructions.
- \* Ability to work well with others.

*New Mexico State Senate*



**OFFICE OF THE SENATE  
CHIEF CLERK**

**Job Descriptions**

## **ANALYST**

Analysts are assigned to specific committees, leadership or to the caucus analyst pool. Duties may vary depending upon the assignment.

Tasks include the following:

- \* Review bills as assigned. Obtain the analysis completed on the bill by other agencies.
- \* Research bill issues and prepare an analysis of the bill for the Chair, Committee, Leadership or Caucus.
- \* Attend Committee hearings that involve bill when possible.
- \* Other duties as assigned.

Knowledge, Skills and Abilities:

- \* Competence in writing and basic policy research skills.
- \* Knowledge of legislative and committee procedures and policies.
- \* Ability to work cooperatively and under pressure with a variety of people.
- \* Ability to work independently.
- \* Computer skills.

Minimum Qualifications:

- \* Bachelor's Degree plus one year of relevant work experience.

## **ATTENDANT**

Attendants are assigned to the Sergeant-At-Arms. They are hired to provide assistance to the Senators and the Senate as requested.

Tasks include the following:

- \* Assisting the Sergeant-At-Arms with the preparation of the Senate Chamber for a floor session, including bill book preparation, ensuring that water is available and other duties as requested.
- \* Staffing Senate Committees as assigned.
- \* Copying, faxing and other tasks that the Senators request.

## **ATTENDANT** (cont'd)

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.
- \* Knowledge of proper protocol with legislative members and the public.

Minimum Qualifications:

- \* One year of relevant work experience (or)
- \* High school diploma or equivalent.

## **SECURITY**

Security is assigned to Sergeant-At-Arms. They provide security for the State Capitol and are assigned to specific committees, chamber gallery, halls and parking areas. Duties may vary depending upon the assignment.

Tasks include the following:

- \* 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 of time.
- \* Ability to work independently.

Minimum Qualifications:

- \* One year of relevant work experience (or)
- \* High school diploma or equivalent.

## **COMMITTEE SECRETARY**

Committee Secretaries are assigned to a Senator who serves as Committee Chair. The Committee Secretary is to provide staff assistance to the Senator for his/her Committee work.

Tasks include the following:

- \* Assisting the Secretary in answering the telephone, transferring calls, taking messages while always representing the Senator with appropriate professional telephone manners.
- \* Preparing and maintaining files for each bill that is assigned to his/her Committee.
- \* Preparing Committee schedules with the Senator.
- \* Distribution and posting of Committee schedules.
- \* Assuring that Committee rooms are prepared for meetings and that bills books have been updated. Attendants are assigned to assist the Committee Secretary in this activity.
- \* Scheduling guest speakers on specific issues as needed and requested by the Committee and ensuring that their needs are met.
- \* Taking the official votes and maintaining the official vote documents of the meeting.
- \* Preparing 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.
- \* Knowledge of legislative and committee procedures, processes and policies.
- \* Ability to work independently, cooperatively and often under pressure with a variety of people.
- \* Ability to perform varied secretarial tasks with speed and accuracy.
- \* Ability to communicate effectively with constituents, legislators, office personnel and other office contacts.

Minimum Qualifications:

- \* High school diploma or equivalent and three years of relevant office experience.
- \* Ability to type 50 wpm with a high degree of proficiency in word processing.
- \* Advanced knowledge of legislative and Committee processes, procedures and policies.