

Job Title: Researcher I (Capital Outlay)

Department: Legislative Council Service

Reports to: Capital Outlay Programs Coordinator

Effective Date: Immediately

Position Status: Full-time, year-round employee

Salary: \$74,265 to \$117,479 BOE

The Legislative Council Service (LCS), created by statute in 1951, is the legal drafting and research agency for the New Mexico Legislature. The LCS serves all members of the legislature in a nonpartisan and confidential manner without regard to political affiliation, seniority or leadership position. The LCS supports the legislature in the proper performance of its constitutional duties and works to uphold the legislative branch as a separate and coequal branch of government.

The LCS also serves the executive and judicial agencies and is the main point of contact for members of the public who are interested in legislative matters. The primary job of each LCS employee is to help the agency meet the expectations of the people it serves and to maintain and enhance the integrity and effectiveness of the legislature and the legislative process.

During the legislative interim, the LCS staffs approximately 17 legislative interim committees and is responsible for coordinating the work of the committees to ensure that the legislator members receive relevant factual and educational information on policy issues of concern.

Job Summary:

The Capital Outlay Researcher provides administrative and drafting support to the capital outlay division of the LCS in preparing capital outlay-related legislation during and leading up to a regular legislative session. During the interim, the Capital Outlay Researcher serves as interim committee staff to one or more interim committees.

Duties/Responsibilities:

- During and in the months leading up to a regular legislative session, collect and process capital outlay project requests from local governments and other eligible entities through an online website for inclusion in the annual capital outlay bill.
- Write and edit project descriptions, confirm project details and proofread all parts of the bills produced in the capital outlay division, before and after the bills go to the proofing department;
- Perform research and drafting duties as assigned by the capital outlay programs coordinator to prepare the reauthorization and general obligation bond bills.
- Generate reports for the public and for legislative staff from the databases used by the capital outlay division.
- During the interim, staff one or more interim committees in lead and/or supporting roles, including coordinating with the chair of the committee to set agendas and inviting presenters, arranging for meeting location logistics and traveling with the committee and providing staff support during meetings.
- Perform other duties as assigned.

Required Skills/Abilities:

- strong writing, editing and proofreading skills;
- ability to work with and willingness to learn capital outlay databases and spreadsheets;

- excellent communication skills and an ability to clearly communicate with legislators, legislative staff and the public;
- ability to organize specific tasks and manage workload;
- ability to follow through on assignments and complete them in a timely manner;
- ability to maintain a professional demeanor and attitude while often working at a fast pace and under multiple deadlines and considerable stress;
- ability to maintain a nonpartisan demeanor with respect to all assignments and communications;
- ability to maintain confidentiality in all assignments and communications;
- ability to learn quickly and accept consultation and constructive criticism;
- ability to perform tasks that require cooperation and collaboration with and joint efforts of other staff members; and
- ability to maintain a high level of quality of service for work periods that can substantially exceed the customary eight-hour day.

Minimum Education and Experience:

- A bachelor's degree and three years of relevant experience, or a master's degree and one year of relevant experience.
- A combination of education and experience sufficient to demonstrate ability to perform the duties of the position may be considered.

Physical Requirements:

- During legislative sessions, the agency is open seven days a week, long hours are the norm and staff may be on-call depending on session demands.
- During the interim, the agency is open Monday through Friday, 8:00 a.m. to 5:00 p.m.; however, lengthy hours are possible when preparing for, traveling to and from or attending committee meetings, including occasionally working evenings, weekends or holidays.
- Possible prolonged periods of driving, sitting at a desk and working on a computer.
- Some lifting and carrying of files, boxes and computer equipment is common.

Please send your resume, letter of interest and references to the Capital Outlay Programs Coordinator, Sheila Keleher, at sheila.keleher@nmlegis.gov.