



Job Description: Session Bill Drafter

Department: Legislative Council Service

Effective Date: December 10, 2024

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. LCS staff also draft legislation for executive, judicial and other state entities and serve as a central contact point for the public seeking information from the legislative branch. Employees work in a professional setting in the State Capitol. During legislative sessions, the LCS is available seven days per week, and long hours are the norm.

Job Summary:

The Session Bill Drafter will provide professional services in preparation of and during the 2025 legislative session that include drafting legislation, performing legal and policy research and responding to inquiries from legislators, governmental agencies and the public.

Duties/Responsibilities:

- Drafting legislative documents (e.g., bills, resolutions, memorials).
- Drafting letters and other information requests on behalf of legislators.
- Conducting research and analysis and preparing memoranda, including legal analysis.
- Providing information on a variety of legislative and governmental topics in response to inquiries from legislators, federal, state and local government officials and the general public.

Required Skills/Abilities:

- Ability to maintain neutrality and confidentiality in a political environment.
- Interest in public policy issues and the legislative process.
- Ability to function well in a fast-paced and, at times, stressful environment.
- Ability to work collaboratively as a team, as well as independently.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills, with a proven ability to meet deadlines and prioritize tasks.
- Strong analytical and problem-solving skills.
- Proficiency with Microsoft Office Suite or related software.

Education and Experience:

- Juris Doctorate. A master's degree or other advanced degree in fields directly related to governmental or legal issues or writing may be considered.
- Previous legal and other professional experience will be considered. Legislative drafting experience is not required.

Physical Requirements:

- Ability to work more than 10 hours in a day and weekends for the duration of the legislative session, which will be 60 consecutive days long in 2025.
- Prolonged periods of sitting at a desk and working on a computer.

Salary:

This is a temporary employment or contract position through March 28, 2025 with the possibility of a permanent position with benefits thereafter. Salary is negotiable, depending on experience.

Please send your resume, letter of interest, references and writing sample to Shawna Casebier at shawna.casebier@nmlegis.gov.