

Job Title: Session Duplicating Technician
Department: Legislative Council Service
Reports to: Print Service Manager

Salary: \$15.73 per hour

INTRODUCTION

The legislative council service (LCS) is the central drafting, legal and policy research agency for the New Mexico legislature. 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 LCS is nonpartisan, and much of the agency's work is confidential. 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.

SUPERVISION AND GUIDELINES

Work is under general supervision. Guidelines include agency policies and state laws.

Job Summary:

We are looking for a reliable, tech-savvy **Session Duplicating Technician** to support our session duplication processes and print production needs. This hybrid role is ideal for someone who enjoys working with both digital systems and physical output devices to ensure accurate, high-quality reproduction of session materials, reports, and official documents.

You will be responsible for operating duplication software and print equipment, preparing session materials, troubleshooting issues, and maintaining quality standards for internal and external stakeholders.

Required Skills/Abilities:

Operate duplication systems to replicate session files, transcripts, or digital assets.

Manage printing equipment to produce high-volume, high-quality documents and reports.

Set up, test, and monitor digital session files before duplication and printing.

Ensure proper formatting, pagination, and file integrity prior to reproduction.

Maintain and troubleshoot printers, copiers, and duplicating machines.

Track job orders and manage deadlines to ensure timely delivery of materials.

Work with IT or administrative staff to manage digital file transfers and secure document handling.

Maintain logs of duplication and print jobs for auditing and reporting purposes.

Ensure compliance with confidentiality and data handling standards.

Minimum Qualifications:

High school diploma or equivalent (Associate's degree in IT or Print Tech a plus).

1–3 years of experience in a print services, IT support, or tech operations role.

Working knowledge of digital file formats (PDF, Word, etc.) and printing systems.

Familiarity with duplication software, file transfer protocols, or print queues.

Strong attention to detail and quality control.

Ability to lift and move boxes of print materials or paper (up to 40 lbs).

Good organizational and communication skills.

PHYSICAL REQUIREMENTS

Employees work in a general office setting, some lifting and carrying of files, boxes and computer equipment is common. Print shop work is performed in a setting with some exposure to high noise

levels and machinery with moving parts. Considerable walking, standing and heavy lifting may be required.

Please send your application or resume to Ashley Archuleta at Ashley.archuleta@nmlegis.gov.

