Job Title: Session Word Processor
Department: Legislative Council Service **Salary: $19.15 per hour**
Reports to: Word Processing Supervisor **Effective Date: August 15, 2026**

The Legislative Council Service (LCS) is the central drafting, legal and policy research agency for the New Mexico Legislature. 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. 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.

Supervision and Guidelines:
Work is under general direction once training is completed. Guidelines include style manuals, document samples and procedure manuals.

Job Summary:
The Session Word Processor performs complex typing tasks of a varied nature requiring a high degree of accuracy. Training is provided. Work will be on-site from November 15, 2026 through March 20, 2027. Beginning in mid-January, work is seven days per week in two shifts. The Session Word Processor works under the supervision of the Word Processing Supervisor and the respective shift supervisor.

Required Skills/Abilities:
The Session Word Processor must have a strong background in Word programs and Windows and be willing to learn WordPerfect. The person should be able to exercise sound judgment with respect to urgency and relative importance of material, as well as read and interpret directions. Must have the ability to prioritize multiple tasks in a fast-paced environment during the legislative session. Experience with Adobe PDF tools is preferred.

Minimum Qualifications:
A high school diploma plus three years' experience or equivalent is required. Excellent typing and word processing skills, together with a working knowledge of spelling, punctuation and grammar is essential.

Physical Requirements:
Employees work in a general office setting or work from home on an LCS-issued laptop (after training) and must be able to work long hours sitting at a work station.

Working Conditions:
Employees work in a professional office setting in the State Capitol but also have the ability to work remotely. A laptop is provided, but employees must have access to high-speed internet. During legislative sessions, the agency is open seven days per week, long hours are the norm and staff may be on-call depending on session demands. Session Word Processors must be willing to work overtime and on day or night shifts beginning in mid-January. Overtime pay is provided.

Please send your resume and letter of interest to resumeswpx@nmlegis.gov.