

**Job Description: Staff Attorney****Department: Legislative Council Service****Reports to: Assistant Director for Drafting Services****Effective Date: Ongoing**

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. Travel within New Mexico is required during legislative interims. During legislative sessions, the LCS is available seven days per week, and long hours are the norm.

Job Summary:

The Staff Attorney will provide professional services that include drafting legislation, staffing interim legislative committees, 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.
- Staffing interim legislative committees, including meeting planning and providing other assistance as requested by the committee.
- 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
- Previous legal and other professional experience will be considered. Legislative drafting experience is not required.
- Applicants must be licensed to practice law in New Mexico and/or be willing to become licensed in New Mexico.

Physical Requirements:

- Possible prolonged periods of sitting at a desk and working on a computer.
- Ability to work extra hours during legislative sessions, including working more than 10 hours in a day and working weekends for the duration of legislative sessions, which may be 30 to 60 consecutive days long.
- Ability to travel to interim committee meetings held in various locations throughout the state.

Salary/Benefits:

The beginning annual salary range for a Staff Attorney I position is \$80,458-\$95,720, depending on experience. The State of New Mexico's benefit plans, participation in the Public Employees Retirement Association, paid state holidays and paid time off and sick leave are available to employees of the LCS.

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