

ADMINISTRATIVE ASSISTANT

Full time administrative assistant needed. Must be proficient in Word and have accurate word processing skills. Some knowledge of Excel required. Able to work overtime during legislative session and travel with committee during summer meetings. Assist with reception duties as needed. State government experience preferred but not required. Salary ranges from \$22,286 - \$47,094. Position and salary based on level of experience.

Send resume to LFC, 325 Don Gaspar, Suite 101, Santa Fe, NM 87501 or e-mail to jeannae.leger@nmlegis.gov.