

ADMINISTRATIVE ASSISTANT POSITION AVAILABLE

Full time administrative assistant needed. Must be proficient in Microsoft Office, and have extensive word processing experience. Extended work hours during legislative session and occasional in-state travel is required; extended work hours also occur during the interim and budget cycles. State government experience preferred but not required. Salary ranges from \$25,344 - \$42,241. Position and salary based on level of experience.

Send resume by e-mail to jeannae.leger@nmlegis.gov by Friday, October 11, 2013, 5:00 PM.

DESCRIPTION OF WORK

Provide staff support for over 30 employees. Work includes formatting and final production of budget and policy related documents in a timely and proficient manner. Production of LFC budget documents, briefs, reports, and agency correspondence with great attention to detail is essential. Oversees official records of office documents and reference materials.

Additional duties will be determined based on experience and skill.

DISTINGUISHING CHARACTERISTICS

The Administrative Assistant position requires a great degree of accuracy and production of high quality work. The position requires proficiency in Microsoft Office (Word and Excel) and extensive word processing and formatting skills. The ability to multitask, be versatile, and work well with others is paramount.

QUALIFICATIONS

1. Extensive knowledge of modern office practices and procedures; high degree of accuracy; excellent formatting, layout, and proofreading techniques; excellent computer, software, and word processing skills; excellent secretarial skills for the generation of various reports and agency correspondence; ability to compose correspondence from fragmentary or incomplete instructions; oral, written, and verbal skills - including English usage, grammar, spelling and punctuation; plan and organize work; exercise judgment with respect to urgency and relative importance of documents to be produced; recognize acceptable finished work; maintain quality and quantity standards under pressure; ability to analyze and correct minor equipment problems; learn to use new equipment, procedures or functions as made available; knowledge of business and governmental organization; methods used to tactfully deal with the public and governmental entity personnel; ability to act independently and make logical decisions based on policies; strong communication skills, deal tactfully with all associates; and be teamwork oriented.
2. High school diploma or successful completion of the General Education Development test and any combination of college education, administrative assistant experience totaling five (5) years, including a minimum of three (3) year's experience with word processing.

NOTE: An Associate of Arts or Bachelor's degree from an accredited college or university may be substituted for three (3) years of the required experience. No special licenses or certificates required.

SUPERVISION AND GUIDELINES

Under direct supervision of the LFC Administrative Services Manager but also includes supervision from the Deputy Directors and Director. When travel is required for out-of-Santa Fe meetings, under supervision of the Committee Services Coordinator. Guidelines used include LFC style manual and policies and procedures.

WORKING CONDITIONS

Work is performed in an office setting, but may require travel for meetings. Extended work hours are required during legislative session and during LFC meetings; coping with pressure to meet deadlines and standards of quality and production is required. Some lifting is required.

SALARY & TITLE

The salary range and official position title for the position will be determined based on the applicant's education and experience.