

## **COMMITTEE SERVICES COORDINATOR/RECORDER**

The Legislative Finance Committee is looking for a committee services coordinator. Working closely with the director and administrative services manager, the coordinator plans and helps organize committee agendas, member attendance, travel logistics, off-site venue selection and set-up, and produces an electronic record and transcribed minutes of the meeting. Other duties include records management, Inspection of Public Record Act compliance, production of the General Appropriation Act, and general administrative office support.

Qualifications include high school diploma or successful completion of the general education development (GED) test and any combination of college education or administrative office support experience totaling five (5) years, with at least two years experience in reporting and recording board or committee meetings desirable. Excellent writing, organizational, and communication skills required. Experience in state government desirable. Submit resume to [LFC@nmlegis.gov](mailto:LFC@nmlegis.gov) by August 30, 2013.