

RECEPTIONIST/ADMINISTRATIVE ASSISTANT

The Legislative Finance Committee seeks full-time receptionist. Primary responsibilities include answering phone and greeting visitors. Excellent telephone and people skills required. Good word processing skills necessary. High school diploma or successful completion of GED and any combination of business experience or college totaling 3 years required. Must be able to work overtime during legislative session and committee meetings. State government experience and knowledge of legislative process preferred. Benefits available.

Send resume to LFC, 325 Don Gaspar, Suite 101, Santa Fe, NM 87501, fax to (505)986-4545 or e-mail to lfc@nmlegis.gov no later than April 30, 2010.