

The New Mexico House of Representatives



JOB DESCRIPTIONS of Available Positions

Compiled by the
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JOB TITLES

Legislative Assistant
Receptionist/Legislative Support
Committee Assistant
Leadership Assistant
Financial Officer
Information Desk Clerk
Tour Guide
Enrolling & Engrossing Clerk
Committee Room Attendant
Page Assistant
Custodian
Food Service
Reading Clerk
Computer Specialist- Support Technician
Supply Clerk
Security Officer
Assistant Sergeant-at-Arms
Duplication Clerk
Research Analyst

Title: **Legislative Assistant**

Duties:

Provides legislative support for a member or members who share offices. Provides telephone coverage; typing correspondence; organizing and maintaining a filing system; picking up mail, fiscal impact reports, legislation that has been drafted for the member and other legislative documents on a daily basis; tracking legislation sponsored by the member; maintaining a log of constituent contacts pertaining to special legislation; scheduling meetings for member/members; and preparation of a daily schedule of legislative and social events.

Greets the public in a polite and professional manner.

Provides constituent services.

Makes the necessary arrangements for the following: pages; tours for constituents; requests for legislative certificates; notification of expert witnesses; notification to Speaker's office when member is absent/late for floor sessions; special passes for member's guests at the rostrum; and other related matters.

Performs other duties as required.

Title: **Receptionist/Legislative Support**

Duties:

Provides legislative support services as assigned by the supervisor, which may include: telephone coverage; typing of correspondence; assisting with projects; filing.

Performs other duties as required (i.e., coverage for absent legislative assistants).

Title: **Committee Assistant**

Duties:

Provides legislative support services for a committee chairperson, which includes: telephone coverage; typing correspondence; organizing and maintaining a filing system; picking up mail, fiscal impact reports, legislation that has been drafted for the chairperson and other legislative documents on a daily basis; tracking legislation sponsored by the chairperson; maintaining a log of constituent contacts pertaining to legislation; and preparation of a daily schedule of legislative and social events.

Makes the necessary arrangements for the following: pages; tours for constituents; requests for legislative certificates; scheduling of committee rooms for hearings; notification of expert witnesses; special passes for chairperson's guests at the rostrum; and other related matters as required.

At the direction of the chairperson, prepares and distributes committee hearing schedules.

Oversees the preparation and setup of the committee room and the compilation of materials in the bill binders prior to committee hearings. (Note: it is required that secretaries assigned to morning committees be at work one hour prior to the scheduled committee hearing).

Records attendance of members and votes taken on each motion pertaining to every piece of proposed legislation that comes before the committee.

Receives and inventories all legislation assigned to the committee by the Speaker and maintains a filing system for all

such legislation.

Prepares and transmits committee reports in accordance with the House format and procedures outlined in the Committee Secretary Handbook.

At the direction of the chairperson, notifies the Speaker's office when committee members will be late for daily floor session.

Performs other duties as required.

Title: **Leadership Assistant**

Duties:

Provides secretarial support services for a member of the majority/minority leadership, which includes: telephone coverage; typing correspondence; organizing and maintaining a filing system; picking up mail, fiscal impact reports, legislation that has been drafted for the member and other legislative documents on a daily basis; tracking legislation sponsored by the member; maintaining a log of constituent contacts pertaining to legislation; and preparation of a daily schedule of legislative and social events.

Greets the general public in a polite and professional manner.

Provides constituent services.

Schedules meetings for member as requested.

Makes the necessary arrangements for the following: pages;

tours for constituents; requests for legislative certificates; special passes for member's guests at the rostrum.
Performs other duties as required.

Title: **Financial Officer**

Job Type: Session and/or Regular

Pre-Session, Session and Post-Session duties:

Assists the Chief Clerk of the House of Representatives prepare a Legislative Session budget;

Prepares talking points to explain the Legislative Session budget request to the House Appropriations and Finance Committee;

Assists 250 session employees prepare all paperwork required by the Department of Finance and Administration (DFA), the Federal Department of Homeland Security for compliance with the Patriot Act and the Internal Revenue Service forms for federal and state withholding taxes, and reviews requests for direct deposit payments;

Carefully reviews all paperwork listed above to ensure that it is accurate and completely filled out;

Creates a database within the SHARE system for each member and each legislative session employee;

Ensures that all House of Representatives members are paid the correct amount for mileage and per diem every ten days;

Is responsible for distributing checks to members;

Prepares a summary report for the Chief Clerk of wages paid each pay period, and monitors the burn rate of funds to ensure that the

House of Representatives has adequate funds for the session;

Processes all vendor payment vouchers through DFA;

Assists in processing termination paperwork for each employee at the end of the session;

Maintains the payroll records for the House of Representatives;

Assists with the annual outside audit of the House of Representatives;

Possible Regular employment duties

At the direction of the Chief Clerk, work with the Assistant Director of the Legislative Council Service to implement best practices for accounting, personnel and management for the House of Representatives;

Developing automated systems for ordering supplies for Members and tracking payments for the same;

Planning, directing and coordinating accounting and personnel activities;

At the direction of Chief Clerk identify areas for cost savings and make recommendations to the House leadership;

Ensure that purchase orders follow procurement guidelines;

Work as part of a team to modernize the House of Representatives as it moves toward a more automated, technologically sophisticated, paperless House of Representatives.

Title: **Information Desk Clerk**

Duties:

Greets the public in a polite and professional manner.

Provides oral and printed information pertaining to all aspects of the legislative process.

Manages and directs all inquiries.

Answers the switchboard and the Legislative Council Service telephones when needed.

Distributes a daily schedule of legislative activities to the public and posts them on the kiosks.

Acts as tour guide when necessary.

Performs other duties as required.

Title: **Tour Guide**

Duties:

Conducts scheduled tours under the supervision of the designated supervisor as directed for organizations, schools and the general public. May be required to coordinate scheduling of tours with members and their legislative assistants.

Greets the public in a polite and professional manner and explains the legislative process to visitors.

Assists with the compilation of data on tours.
Performs other duties as required.

Title: **Enrolling and Engrossing Clerk**

Duties:

Enrolls and engrosses all House and Senate amendments into House passed legislation.

Produces certificates of congratulations and condolence.

Maintains a filing system for all House legislation.

Performs other duties as required.

Title: **Certificate Clerk**

Duties:

Position available to create certificates of appreciation, condolence, and recognition as requested by Members of the House. This position requires excellent writing skills to compose the language for the certificate and occasionally researching information for an individual, organization or event. Must be proficient in Microsoft Word and Word Perfect. Requires prompt responsiveness to requests, attention to detail and accuracy, and strong organizational skills.

Title: **Committee Room Attendant**

Duties:

Sets up assigned committee room for hearings which includes: placing name plates in the proper order for members; setting out bill binders, junior legal pads, pens and pencils; and setting up the gavel for the chairperson and tape recorder for the committee assistant.

Maintains and updates the committee members' bill binders with bills, amendments, analyses and fiscal impact reports.

Assists the committee assistant with the distribution of handouts and other documents during hearings.

Provides water and coffee for members during the hearing.

Distributes copies of the committee schedule to members and

the Legislative Finance Committee prior to the scheduled hearing, and posts the committee schedule on the bulletin board outside of the committee room.

Notifies and/or locates members when they are needed to establish a quorum or present their bill to the committee when requested by the committee chairperson or committee assistant.

Preserves order in the committee room during hearings.

Stores members' binders and supplies, gavel, etc., and ensures that the committee room is left clean and orderly for the next committee's use.

Performs other duties as required.

Title: **Page Assistant**

Duties:

Accepts members' requests to sponsor student pages and follows up with schedules.

Assists with the printing of name tags for honorary and permanent pages.

Arranges a guided tour of the Capitol and the House chamber for the pages.

Instructs pages regarding their duties and conduct, under the supervision of the page supervisor.

Performs other duties as required.

Title: **Custodian**

Duties:

Cleans and vacuums the House chamber, gallery, members' lounge, committee rooms, all offices and restrooms on a daily basis.

Empties all garbage receptacles twice daily.

Performs other duties as required.

Title: **Food Services Manager**

REPORTS TO: Chief Clerk of the House

SUPERVISES: Approximately 15-20 employees

The Food Services Manager provides legislators, staff and the public with appetizing, nutritional meals in a sanitary, pleasant environment.

QUALIFICATIONS:

The Food Services Manager shall:

1. Hold a high school diploma or its equivalent.
2. Have two (2) years experience in the preparation and service or cooking of food and a minimum of one (1) year managing and scheduling staff in a medium-scale food service facility.
3. Have the ability to complete math problems involving simple fractions and decimals.
4. Have excellent integrity and demonstrate good moral character and initiative.
5. Exhibit a personality that demonstrates interpersonal skills to relate well with legislators, staff and the public.
6. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
7. Provide proof of US citizenship or legal resident alien status by completing Federal Form I-9, in compliance with the Immigration Reform and Control Act of 1986.
8. Complete the kitchen and food safety course required by the State of New Mexico.

EMPLOYMENT TERMS:

The Food Services Manager shall be employed under the following terms:

1. Must be available January 2017 through March 2017, with exact dates to be determined. Hourly wages are consistent with the House of Representatives pay scale.
2. The legislature meets for 60 consecutive days, which requires early mornings, late evenings and weekend work.

JOB FUNCTIONS AND RESPONSIBILITIES:

The Food Services Manager shall:

1. Ensure that the highest standards of safety and sanitation are followed in the kitchen throughout the day.
2. Inspect all food deliveries being made, check for quality and accuracy and sign the invoices only after being reviewed. Report any items to the Purchasing Manager which may be damaged, spoiled, short or unacceptable in any way.
3. Ensure that all food and supplies are stored properly and rotated using the First in, First Out (FIFO) standard.
4. Determine the quantities of food to be prepared for the day so that all customers receive the proper amounts and there are minimal leftovers.
5. Order, prepare and serve all food items as indicated on the menu.
6. Determine if the finished product is of the best quality in both flavor and appearance before it is served.
7. Supervise and operate various kitchen equipment; train others in the safe operation of equipment.
8. Ensure that the preparation, serving and storing of all food items meets the quality and sanitation standards set by the state.
9. Ensure that all serving stations are fully stocked with food prior to each serving period in sufficient quantities and that the food is presented in an appetizing way.
10. Maintain correct holding temperatures of food.
11. Ensure that all leftovers are properly stored or disposed of.

12. Ensure that all required paper work is completed in an organized, timely and accurate manner.
13. Collect monies for payments, count the monies under the supervision of the House Accounting Office and Assistant Director of Administration of the LCS, complete a deposit ticket, place all monies in a locked bank bag and complete all necessary paperwork.
14. Delegate job duties to Food Service Employees to ensure smooth work flow and completion of all tasks in a timely and efficient manner.
15. Supervise and instruct staff on the proper and safe handling of all kitchen equipment.
16. Communicate new procedures, policies, expectations, etc. with staff.
17. Report any problems or accidents occurring in the kitchen or the cafeteria to the Chief Clerk of the House of Representatives.
18. Supervise the locking of all storage areas and the security of kitchen equipment.
19. Alert the Purchasing Office and Chief Clerk of needed equipment repairs, maintenance, or new equipment needs.
20. Ensure compliance of all policies and procedures, interpret policies and procedures into the work performed.
21. Create and foster a positive atmosphere; create good feelings about House Food Service.
22. Receive and respond to complaints about food or service.
23. Adhere to established personal hygiene techniques and uniform requirements.
24. Display the highest ethical and professional behavior in working with legislators, staff and the public.
25. Serve as a role model for food service staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
26. Use computers and/or electronic equipment to fulfill job functions.
27. Adhere to federal statutes and regulations and state and local health agency requirements.
28. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Chief Clerk of the House.

Title: **Food Service Staff**

Duties:

Performs varied duties including food preparation, stocking and cleanup.

Food service and cashiering experience is helpful.

Requires long hours and weekend duty.

Performs other duties as required.

Title: **Reading Clerk**

Duties:

Attends all floor sessions of the House, seated on the rostrum.

Reads each piece of proposed legislation by number, sponsor and title.

Provides an original copy of all front-desk documents to the duplication clerk for in-house distribution.

Assists with the numbering of bills when requested.

Performs other duties as required.

Title: **Computer Specialist I, Support Technician**

Occupation Description

Computer Specialist I, Support Technician will provide legislators, and legislative staff computer services that may be represented in multiple functions. This position covers IT professionals who spend less than half their time in any one IT job function, typically including activities in client/server management, support services, and applications.

Nature of Work

Under professional supervision as to the method of approach and requirements, perform professional computer help desk support requiring individual judgment and initiative. Participate in the preparation of documentation, inventory control, procedures and designs for systems and equipment. Install and configure computer systems and networks and provide specialist technical advice. Monitor performance, investigate and remedy failures in computer and software systems and networks. Analyze, develop and implement IT security measures. Participate in the management and development of IT systems and improve the various components of computer systems and the project processes as applicable.

Technical Requirements

This position reports to the Chief Clerk of the House of Representatives but is still expected to act with a high degree of independence such as work priorities, problem assessment and resolution, and troubleshooting and resolving critical system downtime. Independently prioritize multiple customer service requests based on work flow and department priorities.

- . Maintain and troubleshoot PCs, tablets, printers and other/peripherals
 - . Configuration, test, install and maintain databases and associated software for server and client (including upgrades, patches, tools).
 - . Implement database security layers (i.e., user rights/access)
 - . Assist with updating web site as directed by webmaster or Chief Clerk of the House of Representatives.
 - . Research, scale and propose server/client solutions.
 - . Configure, test, install and maintain servers/clients.
 - . Monitor server performance, troubleshoot and resolve problems.
 - . Assist and implement server security (i.e. intrusion detection/prevention, firewall, user rights/access).
 - . Perform backup and recovery to include applications, databases, systems, and desktops only under direct supervision.
 - . Produce and maintain documentation.
 - . Vendor and license management.
 - . Documentation of problem and resolution.
 - . Provide user support for certain, specific applications.
 - . Configure and install new desktop hardware and software.
 - . Collect, define business requirements, design options and recommend solutions to the user group if requested.
 - . Generate reports and maintaining inventory system.
- Operates the electronic voting system.

Minimum Qualifications:

Bachelor Degree in Computer Science or MIS discipline or two (2) years of experience in multiple areas of computer support services. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling four (4) years may substitute for the required education and experience. Preferably A+ certified. Additional IT certifications a plus.

Knowledge:

- Computers and Electronics — Knowledge of computer hardware and software, including applications and programming.
- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services.
- Perform typical help desk functions i.e. smart phone support, computer imaging.
- Diagnose computer problems and provide both training and a solution.
- Diagnose local and network printers and repair.
- Configure and install printers.
- Basic system administration i.e. changing passwords, creating user accounts, network mapping, setting up user rights, creating user folders and maintaining login scripts.
- Basic client and server exchange administration
- Assist with network issues, endpoint security issues, setting up and maintaining Microsoft windows operating systems.
- Must be able to support and train users using a virtual desktop environment.

Skills:

- . Organization

- . Writing
- . Communication – both written and verbal
- . Multi-tasking
- . Must be able to work in a team environment.

Conditions of Employment:

Ability to work long hours during the legislative session, ability to work under stress, ability to lift up to 50 pounds, must be able to work with diverse personalities, assist additional IT staff in the House during the legislative session.

Title: **Supply Clerk**

Duties:

Processes supply requests sent electronically.

Picks up supply requests twice daily for House staff throughout the building and distributes supplies accordingly.

Receives purchase requests and maintains a current supply inventory.

Works under the supervision of the purchasing agent.

Performs other duties as required.

Title: **Assistant Sergeant-at-Arms**

Duties:

Controls access to the House chamber.

Receives messages at the chamber doors and delivers to the member on the floor.

Distributes documents to members during floor sessions.

Verifies the authorization and seating of expert witnesses on the floor of the House.

Preserves order in the gallery and areas adjacent to the chamber.

Prohibits the distribution of advertising materials in the chamber.

Enforces the rules of the House.

Updates the members' bill binders after the daily floor session.

Performs other duties as required.

Title: **Duplication Clerk**

Duties:

Operates the photocopiers.

Duplicates and distributes front desk documents (committee reports, votes, amendments, etc.).

Copies documents for staff on a priority basis.

Works closely with committee assistants to locate and copy documents for committee meetings.

Assists the enrolling and engrossing clerks with the duplication of legislation and certificates.

Performs other duties as required.

Title: **Research Analyst**

Duties:

Provides a written synopsis and analysis of all drafted bills that are referred to the analyst's assigned committee.

Demonstrates concise writing and analytical skills with the ability to read, understand and summarize statutes, including the fiscal impact

of the proposed legislation.

Researches statutes and understands how a proposed amendment will impact the statute.

Identifies significant issues raised by a proposed bill and how the bill relates to other legislation being considered in the session.

Works closely with executive agency analysts, proponents and opponents of proposed legislation.

Possesses expertise in the subject matter of the assigned committee.

Works cooperatively with other analysts and effectively under extreme deadline pressure.