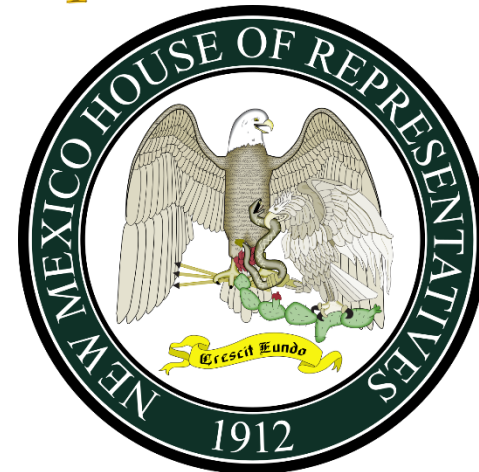


The New Mexico House of Representatives



JOB DESCRIPTIONS OF AVAILABLE SESSION POSITIONS

*COMPILED BY THE
HOUSE CHIEF CLERK'S OFFICE
(505) 986-4751
SUITE 100 * STATE CAPITOL SANTA FE, NEW MEXICO 87501*

JOB TITLES

- **Legislative Assistant**
- **Leadership Assistant**
- **Receptionist\Legislative Support**
- **Committee Assistant**
- **Leadership Assistant**
- **Financial Officer**
- **Enrolling & Engrossing Clerk**
- **Committee Room Attendant**
- **Custodian**
- **Food Service**
- **Reading Clerk**
- **Computer\IT Support Technician**
- **Supply Clerk**
- **Assistant Sergeant-at-Arms**
- **Duplication Clerk**
- **Research Analyst**

LEGISLATIVE ASSISTANT

Provide legislative support for a member or members who share offices. Provide telephone coverage, prepare correspondence, organize, and maintain a filing system, pick up mail, fiscal impact reports, and legislation that has been drafted for the member and other legislative documents daily, and track legislation sponsored by the member. Provides constituent services and maintain a log of constituent contacts pertaining to special legislation, schedule meetings for member/members, and preparation of a daily schedule of legislative and social events.

Applicant needs to have strong organizational skills, have positive attitude. Greets the public in a polite and professional manner.

Applicant will also be responsible for the necessary arrangements of:

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

Perform other duties as required.

LEADERSHIP ASSISTANT

Provide legislative support for a member or members who share offices. Provide telephone coverage, prepare correspondence, organize, and maintain a filing system, pick up mail, fiscal impact reports, and legislation that has been drafted for the member and other legislative documents daily, and track legislation sponsored by the member. Provides constituent services and maintain a log of constituent contacts pertaining to special legislation, schedule meetings for member/members, and preparation of a daily schedule of legislative and social events.

Applicant needs to have strong organizational skills, have positive attitude. Greets the public in a polite and professional manner.

Applicant will also be responsible for the necessary arrangements of:

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

Perform other duties as required.

RECEPTIONIST/LEGISLATIVE SUPPORT

Provide legislative support services as assigned by the supervisor, which include:

- telephone coverage;
- prepare correspondence;
- assist with projects;
- filing; and
- perform other duties as required (coverage for absent legislative assistants, etc.).

COMMITTEE ASSISTANT

Provide legislative support services for a committee chairperson. Provide telephone coverage, prepare correspondence, organize, and maintain a filing system, pick up mail, fiscal impact reports, and legislation that has been drafted for the member and other legislative documents daily, and track legislation sponsored by the member. Provides constituent services and maintain a log of constituent contacts pertaining to special legislation, schedule meetings for member/members, and preparation of a daily schedule of legislative and social events.

Applicant will also be responsible for the necessary arrangements of:

- pages sponsored by member/members;
- tours for constituents;
- requests for legislative certificates;
- notification of expert witnesses;
- notification to Speaker's office when member is absent/late for floor sessions; and

COMMITTEE ASSISTANT {*CONT.*}

- special passes for member's guests at the rostrum; and other related matters.

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

- oversee 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);
- record attendance of members and votes taken on each motion pertaining to every piece of proposed legislation that comes before the committee;
- Receive and inventory all legislation assigned to the committee by the Speaker and maintain a filing system for all such legislation;
- Prepare and transmit committee reports in accordance with the House format and procedure outlined in the Committee Secretary Handbook; and
- At the direction of the chairperson, notify the Speaker's office when committee members will be late for daily floor session.
- Ability to run Zoom or other webcast programs as necessary;

Perform other duties as required.

Applicant needs to have strong organizational skills, have positive attitude. Greets the public in a polite and professional manner.

FINANCIAL OFFICER {*Session and/or Regular*}

Pre-Session, Session and Post-Session duties:

At the direction of the House Chief Clerk:

- assist the Chief Clerk of the House of Representatives prepare a Legislative Session budget;
- prepare talking points to explain the Legislative Session budget request to the House Appropriations and Finance Committee;
- assist 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;
- review 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;
- responsible for distributing checks to members;
- prepare 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;

FINANCIAL OFFICER {CONT.}

Possible Post Session 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;
- develop automated systems for ordering supplies for Members and tracking payments for the same;
- plan, direct, and coordinate accounting and personnel activities;
- identify areas for cost savings and make recommendations to the House leadership;
- ensure that purchase orders follow procurement guidelines; and
- 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.

ENROLLING AND ENGROSSING CLERK

- enroll and engross all House and Senate amendments into legislation that has successfully passed the House;
- produce certificates of congratulations and condolence; and
- maintain a filing system for all House legislation.

Perform other duties as required.

Certificate Clerk

Create certificates of appreciation, condolence, and recognition as requested by Members of the House.

Applicant will be required to demonstrate excellent writing skills to compose the language for the certificate and occasionally researching information for an individual, organization or event.

Applicant must be proficient in Microsoft Word and Word Perfect. Requires prompt responsiveness to requests, attention to detail and accuracy, and strong organizational skills.

Perform other duties as required.

COMMITTEE ROOM ATTENDANT

Set up assigned committee room for hearings which includes

- Ability to run Zoom or other webcast programs as necessary;
- 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 update the committee members' bill binders with bills, amendments, analyses and fiscal impact reports; and
- Assists the committee assistant with the distribution of handouts and other documents during hearings.

COMMITTEE ROOM ATTENDANT {CONT.}

- 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;
- notify and/or locate 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.

Perform other duties as required.

CUSTODIAN

- clean and vacuum House chamber, gallery, members' lounge, committee rooms, all offices and restrooms on a daily basis; and
- empty all garbage receptacles several times daily;

Perform other duties as required.

FOOD SERVICE

Perform varied duties including:

- food preparation, stocking and cleanup; and
- may requires long hours and weekend duty.

Perform other duties as required. Food service and cashiering experience is helpful.

READING CLERK

Attends all floor sessions of the House. Read each piece of proposed legislation by number, sponsor and short title.

- Provides an original copy of all front-desk documents to the duplication clerk for in-house distribution; and
- Assists with the numbering of bills when requested.

Perform other duties as required.

COMPUTER/IT TECH

Computer/IT Technician will provide legislators, and legislative staff computer services doing 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.

COMPUTER/IT TECH {CONT.}

Basic duties will include:

- preparation of documentation, inventory control, procedures and designs for systems and equipment; install, 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; and
- 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 workflow and department priorities.

Technical duties include:

- configuration, test, install and maintain databases and associated software for server and client (including upgrades, patches, tools);
- respond to multiple customer service requests;

- maintain and troubleshoot PCs, tablets, printers and other/based on workflow and department peripherals priorities;
- 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;
- 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
- generate reports and maintaining inventory system; and
- operate the electronic voting system on the House floor.

COMPUTER/IT TECH {CONT.}

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.

Minimum Qualifications

- 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; and
- must be able to support and train users using a virtual desktop environment.

Bachelor's 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.

Supply Clerk

Process supply requests sent electronically. Pick up supply requests twice daily for House staff throughout the building and distribute supplies accordingly.

Receive purchase requests and maintain a current supply inventory. Work under the supervision of the purchasing agent.

Perform other duties as required.

Duplication Clerk

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

Copy documents for staff on a priority basis. Work 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.

Perform other duties as required.

Assistant Sergeant-at-Arms

Enforce the rules of the House of Representatives by:

- control access to the House chamber and preserve order in the House gallery and adjacent areas;
- receive messages at the chamber doors and deliver to the member on the floor;
- distribute documents to members during floor sessions and prohibit the distribution of advertising materials in the chamber;
- verify the authorization and seating of expert witnesses on the floor of the House; and
- update the members' bill binders after the daily floor session.

Performs other duties as required.

Research Analyst

Demonstrate concise writing and analytical skills with the ability to read, understand and summarize statutes, including the fiscal impact of the proposed legislation. Provide written analysis of drafted bills that are referred to the analyst's assigned committee by researching state statutes to understand how a proposed amendment will impact the statute.

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

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

Possess expertise in the subject matter of the assigned committee.

Demonstrate the ability to work effectively under extreme deadline pressure.