



LEGISLATIVE EDUCATION STUDY COMMITTEE

ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

Job Title: Administrative Assistant I

Reports to: Director/Deputy Director

Best Consideration Date: December 28, 2020.

General Description: The **Legislative Education Study Committee (LESC)** is seeking a **Administrative Assistant**. The administrative assistant is responsible for answering and directing phone calls, greeting visitors, and providing administrative support to the Director, Deputy Director, and staff. This is an at-will, non-partisan position. Job may require in-state and overnight travel with limited out-of-state travel opportunities.

Duties and Responsibilities:

- Serve as front desk receptionist;
- Manage Director's calendar, including scheduling meetings;
- Compile and edit documents as needed;
- Assist in preparation of LESC meetings;
- Creates purchase orders when requested;
- Assists in new staff orientation;
- Tracks leave;
- Assists with legislative session;
- Perform other duties as assigned by the Director and Deputy Director.

Desired Qualifications: Successful candidate should have a high school diploma or successful completion of a high school equivalency credential. One year of related experience in office administration and experience with the state of New Mexico SHARE accounting system is preferred. Strong organizational and customer service skills are required. Legislative session and interim committee meetings require the ability to work flexible hours, including evenings and weekends.

Must be able to work under pressure and meet tight deadlines in a fast-paced environment, work independently, and balance multiple projects at once. Must possess good oral communication, writing and editing skills, and strong interpersonal skills, including the ability to work well with a team. Should be able to establish and maintain effective working relationships with legislators, associates, and the public. Must handle confidential matters in a trustworthy manner. Proficiency in Microsoft Office programs, including Word, Excel, and Outlook required.

Overview of the Legislative Education Study Committee: <https://www.nmlegis.gov/Entity/LESC/Overview>

Application Procedures: Send a letter of interest and resumé to the Legislative Education Study Committee, ATTN: Vanessa K. Hawker, 325 Don Gaspar, Suite 100, Santa Fe, New Mexico, 87501, or an e-mail to: Vanessa.Hawker@nmlegis.gov

The LESC is an equal opportunity employer. Staff appointments are made without regard to race, color, religion, sex, national origin, political affiliation, age, disability, or other non-merit factors and solely on the basis of fitness for the job.