

Job Title: Session Proofreader
Department: Legislative Council Service
Reports to: Proofreading Supervisor

Salary: \$22.37 per hour
Effective Date: August 1, 2024

The Legislative Council Service (LCS) is the central drafting, legal and policy research agency for the New Mexico Legislature. The LCS is nonpartisan, and much of the agency's work is confidential. The primary job of each LCS employee is to help the agency meet the expectations of the people it serves and to maintain and enhance the integrity and effectiveness of the legislature and the legislative process. Employees work in a professional setting in the State Capitol. During legislative sessions, the LCS is available seven days per week, and long hours are the norm.

Job Summary:

The Session Proofreader proofreads and fact-checks a high volume of legislation in a fast-paced environment. Training is provided. Training will be on-site from October 28, 2024 through November 15, 2024. Beginning in mid-January, work is seven days per week in two shifts. The session ends on March 22, 2025. The Session Proofreader works under the supervision of the Proofreading Supervisor.

Supervision and Guidelines:

Work is under general direction once training is completed. Guidelines include state laws, style manuals, document samples and procedure manuals.

Required Skills/Abilities:

The Session Proofreader will have excellent grammar and communication skills, an attention to detail and proficiency with Microsoft Office Suite. Experience with Adobe PDF tools is preferred. The Session Proofreader must be able to work under stressful conditions.

Minimum Qualifications:

A bachelor's degree is required. An in-person proofreading test is required for this position. Testing will be held in mid-September 2024.

Physical Requirements:

Employees work in a general office setting. Some lifting and carrying of files, boxes and computer equipment is common.

Working Conditions:

Employees work in a professional office setting in the State Capitol but also have the ability to work remotely. A laptop is provided, but employees must have high-speed internet and telephone access at their remote work location.

During legislative sessions, the agency is open seven days per week, and long hours and stressful conditions are the norm. Staff may be on-call depending on session demands. Session Proofreaders must be willing to work overtime and on day or night shifts beginning in mid-January. Overtime pay is provided.

Please send your resume and letter of interest to LCShiring@nmlegis.gov.