



NEW MEXICO  
LEGISLATIVE  
FINANCE  
COMMITTEE

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*Administrative Assistant*

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The **Legislative Finance Committee** is recruiting to fill an **Administrative Assistant** position. The Administrative Assistant position requires a great degree of accuracy and production of high quality work. The position requires proficiency in Microsoft Office, InDesign, Adobe, and extensive word processing and formatting skills. The ability to multitask, be versatile, and work well with others is paramount.

The position will provide staff support for over 40 employees. Work includes formatting and final production of budget and policy documents in a timely and proficient manner. Production of LFC budget documents, briefs, reports, and agency correspondence with great attention to detail is essential. Oversees official records of office documents and reference materials. Additional duties will be determined based on experience and skill.

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*Desirable Qualifications*

Extensive knowledge of modern office practices and procedures; high degree of accuracy, and attention to detail; excellent formatting, layout, and proofreading techniques; excellent computer, software, and word processing skills; oral, written, and verbal skills, including English usage, grammar, spelling and punctuation; ability to exercise judgment with respect to urgency and relative importance of documents to be produced; ability to maintain quality and quantity standards under pressure; ability to analyze and correct minor equipment problems; ability to learn to use new equipment, procedures or functions as made available; skills in tactfully dealing with the public and governmental entity personnel; ability to act independently and make logical decisions based on policies; strong skills in communication and teamwork.

High school diploma or successful completion of the General Education Development test and any combination of college education, administrative assistant experience totaling five (5)

years, including a minimum of three (3) years experience with word processing.

*Compensation and Reporting Relationship*

Under direct supervision of the Assistant Director for Administration but also includes supervision from the Deputy Directors and Director. When travel is required for out-of-Santa Fe meetings, under supervision of the Committee Services Coordinator. Guidelines used include LFC style manual and policies and procedures.

*Application Procedure*

Persons interested in the LFC positions should submit the following information:

- 1) letter of interest specifically addressing the qualifications described in this announcement;
- 2) current resume; and a
- 4) list of 3 professional references.

Application packages should be sent via email to:

Annamae.Montoya@nmlegis.gov

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**Application Deadline:**

Open until Filled

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