

Job Title: Chief Clerk of the Senate

Location: State Capitol, Santa Fe, NM

Supervisor: New Mexico State Senate and Legislative Council (during interim)

Job Summary: The Chief Clerk of the Senate attends all sessions of the Senate and is the official custodian of all bills, documents, papers, writings and all other records of the Senate, and performs supervisory and administrative duties for the Senate.

ESSENTIAL FUNCTIONS:

- Maintain all records of the Senate, ensure procedural requirements are met, and properly transmit documents, as required by the New Mexico Constitution, state statutes, and Senate Rules;
- Prepare the Senate Calendar and keep a correct journal of the proceedings of the Senate;
- Hire, train, supervise, and discipline personnel of the office, as needed;
- Perform legislative requests for constituents;
- Prepare annual budgets for the Senate Chief Clerk's office;
- Provide support to members of the Senate;
- Perform public outreach functions necessary to educate the public about the the Senate;
- Serve on the coordinating group of the integrated legislative information system; and
- Perform clerical and other duties as assigned.

SKILLS REQUIRED:

- Knowledge of the legislative process;
- Knowledge of management practices with ability to communicate effectively both verbally and in writing;
- Ability to establish and maintain positive working relationships with elected officials, staff, and the general public;
- Proficient with computer programs and computer applications; and
- Ability to work flexible hours during legislative sessions.

EDUCATIONAL REQUIREMENTS:

- Bachelor's degree with management and/or legislative process experience; and
- One year of relevant work experience may be substituted for one year of required education.

COMPENSATION:

- Salary commensurate with experience;
- Benefit package includes health, dental, vision, prescription, behavioral health, and life insurance;
- Competitive vacation, sick, and personal time;
- No overtime pay is provided to regular, year-round staff; and
- Legislative employees are exempt from the Personnel Act and the federal Fair Labor Standards Act.

Qualified applicants should submit a cover letter, resume, and contact information for three professional references to Sanders Moore at sanders.moore@nmlegis.gov.