

New Mexico State Senate

**OFFICE OF THE SENATE  
CHIEF CLERK**

Job Descriptions



Updated 2022

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# SECRETARY

Senate Secretaries are assigned to specific Senators. They are hired to assist the Senator in his/her daily office duties.

## Tasks:

- Answer the telephone, transfer calls and take messages.
- Prepare and maintain files for the Senator, including bill files, correspondence files and other files, as requested.
- Maintain a daily schedule of committee meetings, floor sessions and other events.
- Open and organize the Senator's mail on a daily basis.
- Maintain a sign-in sheet for visitors who wish to see the Senator.
- Work with the Senator and the Page Director to prepare for visitors that the Senator wishes to host.
- Copy, scan and email documents
- Perform other duties as assigned.

## Knowledge, Skills and Abilities:

- Knowledge of general clerical and office management practices.
- Knowledge of legislative procedures and processes.
- Basic computer knowledge of Microsoft programs.
- Accomplish general office duties with minimal supervision.
- Ability to communicate effectively and professionally with constituents, legislators, office personnel and other office contacts.

## Minimum Qualifications:

- High school diploma or equivalent and one year of relevant office experience.
- Type 50 words per minute.

# MAINTENANCE

Maintenance performs routine custodial work at the New Mexico Legislature.

## Tasks:

- Empty and wash all waste receptacles.
- Wipe down and sanitize all restroom partition doors and walls.
- Vacuum and remove stains on carpets, furniture, stairway landings and entrance walls.
- Dust and/or wax all surfaces within reach, including desks, chairs, file cabinets, doors, partition glass, etc.
- Remove finger marks around light switches and on walls.
- Clean/disinfect sinks, mirrors, toilet bowls, toilet seats and urinals in restrooms.
- Wet mop restroom floors daily.
- Replenish hand soap, paper towels and tissue dispensers when out.
- Clean and sanitize all drinking fountains and doorknobs.
- All other Senate areas are to be cleaned periodically, as required.

## Knowledge, Skills and Abilities:

- Able to follow verbal and written instructions
- Able to work well with others

## Minimum Qualifications:

- High school diploma or equivalent work experience.

# COMPUTER SUPPORT TECHNICIAN

Computer Support Technicians will perform a variety of computer related tasks, including troubleshooting assistance and computer software repair and diagnostics. 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.

## Tasks:

- Participate in the management and development of IT systems and improve the various components of computer systems and the project processes as applicable
- Install and 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
- Repair computers and ensure that they are functioning properly.
- Configure hardware and software updates.
- Participate in the preparation of documentation, inventory control, procedures and designs for systems and equipment.
- Assist with zoom meetings and video operations in Senate chambers.
- Assist Senators and legislative staff with possible technical difficulties that may emerge. Independently prioritize multiple customer service requests based on work flow and department priorities.
- Perform other duties as requested by the Chief Clerk.

## Knowledge, Skills, Abilities and Qualifications:

Under professional supervision as to the method of approach and requirements, perform professional computer help desk support requiring individual judgment and initiative. This position reports to the Chief Clerk of the Senate 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 working with the IT Senate Support staff.

# LEGISLATIVE ASSISTANT

The Legislative Assistant provides legislative and administrative support to the assigned Senator(s) during the legislative Session. At the direction and under the supervision of the assigned Senator(s):

## Tasks:

- Track, monitor, and report legislative action or developments on legislation sponsored by assigned Senator(s) through the legislative process through committee hearings and floor debates;
- Work with Legislative Council Service to draft or amend legislation;
- Analyze legislation;
- Conduct or coordinate research; and
- Perform other duties as requested.

## Supervision and Guidelines:

- Work is performed under the supervision of assigned Senator(s). Guidelines include policies and procedures adopted by Senate rules and Legislative Council Service policies and procedures, state and federal laws, and principles of public administration and administration.

## Minimum Qualifications:

- A bachelor's degree from an accredited college or university, or an equivalent combination of relevant experience and education.
- Experience in or knowledge of the legislative process.
- Excellent organizational skills, including ability to prioritize work and work independently to meet specific goals and timelines.

## Working Conditions:

- Legislative employees work in a professional and fast-paced environment in the State Capitol. This position may require working evenings and some weekends. Legislative employees are exempt from the State Personnel Act and from the Federal Fair Labor Standards Act.

# COMMITTEE SECRETARY

The Committee Secretary provides staff assistance to the Committee Chair Senator for his/her committee work.

## Tasks:

- Assist the Secretary in answering the telephone, transferring calls and taking messages.
- Prepare and maintain files for each bill that is assigned to Senators' committee.
- Work with the Senator and legislative staff to distribute and post committee schedules accordingly.
- Prepare committee rooms for meetings; making sure bills books are updated and items are organized properly (please note: attendants are assigned to assist the Committee Secretary with this activity).
- Schedule guest speakers on specific issues as needed and requested by the committee.
- Required to attend all assigned committee meetings.
- Take official votes and maintain the official vote documents of the committee meeting.
- Prepare committee reports after each meeting in a timely manner.

## Knowledge, Skills and Abilities:

- Knowledge of clerical and office management practices, including skill and competence in a diversity of software programs, including Word Perfect.
- Able to work independently, cooperatively and often under pressure with diverse people.
- Able to perform varied secretarial tasks with speed and accuracy.
- Able to meet deadlines.
- Advanced knowledge of legislative and committee processes, procedures and policies.

## Minimum Qualifications:

- High school diploma or equivalent and three years of relevant office experience.
- Must be able to type 50 wpm.
- Must communicate effectively and respectfully with constituents, legislators and office personnel.

## SENIOR PAGE

A Senior Page is responsible for delivering correspondence and legislative material to several departments within the New Mexico Legislature.

### Tasks:

- Senior pages report to the Senate Chief Clerk's office.
- Obtain signatures from Senators.
- Deliver messages, bills, floor amendments and other items to appropriate departments.
- Perform other duties as instructed by the Chief Clerk.

### Knowledge, Skills and Abilities:

- Able to multi-task and perform job duties at a swift paced.
- Excellent verbal and written communication skills

### Minimum Qualifications:

- Must be able to read
- Must be willing to work long hours
- Must dress in business attire

# ATTENDANT

Attendants are assigned to the Sergeant-At-Arms. They are hired to assist the Senators and the legislative staff.

## Tasks:

- Assist the Sergeant-At-Arms with the preparation of the Senate Chamber for a floor session, including bills book preparation.
- Staffing Senate committees as assigned.
- Copying, faxing and other tasks that the Senators request.

## Knowledge, Skills and Abilities:

- Ability to follow written and verbal instructions.
- Ability to accomplish routine duties with minimal supervision.
- Ability to meet physical demands of bill collating and bill book process.
- Knowledge of proper protocol with legislative members and the public.

## Minimum Qualifications:

- One year of relevant work experience (or)
- High school diploma or equivalent.

# SECURITY

Security is assigned to assist the Sergeant-At-Arms. They provide security for the state capitol and are assigned to specific areas, including committee rooms, the chamber gallery, halls and parking areas.

## Tasks:

- Help maintain order and control disruptions.
- Upon request, escort staff to their vehicles after dark.
- Other duties as assigned.

## Knowledge, Skills and Abilities:

- Ability to follow written and verbal instructions.
- Ability to work cooperatively and under pressure with a variety of people.
- Ability to meet physical demands of standing and walking for long periods.
- Ability to work independently.

## Minimum Qualifications:

- One year of relevant work experience (or)
- High school diploma or equivalent.

# ANALYST

Analysts research, analyze and report on assigned tasks to identify and interpret opportunities for improvement. Analysts are assigned to specific committees, leadership or to the caucus analyst pool.

## Tasks:

- Collect data on given assignment
- Analyze legislation pertaining to assignment and prepare an analysis for the Chair, Committee, Leadership or Caucus.
- Answer questions that may arise.
- Attend committee hearings that pertain to the analysis being conducted.
- Perform other duties as assigned.

## Knowledge, Skills and Abilities:

- Proficient policy research skills.
- Knowledge of legislative and committee procedures and policies.
- Ability to work effectively under pressure with a variety of people.

## Minimum Qualifications:

- Bachelor's degree plus one year of relevant work experience.
- Excellent written and verbal communication skills
- Position requires independent work.

## TOUR GUIDE

The Tour Guide conducts tours of the capitol to the public (may include schools, tourists, Legislatures and their guests).

### Tasks:

- Greet visitors in a polite manner.
- Explain the legislative process to guests.
- Schedule and conduct tours.

### Knowledge, Skills and Abilities:

- Prior knowledge of the New Mexico State Capital building and legislative process is preferred.

### Minimum Qualifications:

- Walking and/or standing for long periods of time
- Must have an optimistic, positive attitude.

## SUPPLY CLERK

The Supply Clerk's main duty is to order and process supplies requests for legislative staff.

### Tasks:

- Manage inventory of the Senate's incoming and outgoing property and supplies.
- Answer telephone inquiries.
- Perform other duties as requested by the Senate Chief Clerk.

### Minimum Qualifications:

- Basic understanding of Microsoft Office or Word Perfect.
- Must be organized
- Able to read and write proficiently.

# PROOF READER

The Proof Readers are responsible for correcting spelling, grammar, and punctuation errors.

## Tasks:

- Proofread and correct errors on legislative documents.
- Research proper spelling of legislative terms.
- May include other duties, as assigned.

## Knowledge, Skills and Abilities:

- Basic knowledge of the dictionary.
- Work well independently and in a group.
- Knowledge of legislative terminology a plus.

## Minimum Qualifications:

- Must be able to read, write and spell fluently.
- Will be required to sit for long periods.

# ENROLLING & ENGROSSING CLERK

The Enrolling and Engrossing Clerk's create and prepare official documentation for the Chief Clerk of the Senate.

## Tasks:

- Create certificates
- Prepare final passed legislation for the governor's office.
- Perform other duties as assigned by the Chief Clerk.

## Knowledge, Skills and Abilities:

- Basic knowledge of Word Perfect and Microsoft Office.
- Prioritize and delegate tasks efficiently.
- Ability to function well in a high-paced and at times stressful environment.
- Excellent organizational skills
- Detail-oriented

## Minimum Qualifications:

- Must be able to read, write and spell efficiently.

## BILL ROOM

Employees in the Bill Room perform a variety of tasks for the Chief Clerk during the legislative session.

### Tasks:

- Prepare daily committee hearing schedules.
- Prepare daily Senate chamber schedules.
- Keep a daily log of passed and failed legislation.
- Track and number Senate legislation.
- Prepare messages for the House, from the Senate.
- Keep track of and make copies of original bills.
- Add Legislatures as sponsors or co-sponsors to legislation.

### Knowledge, Skills and Abilities:

- Basic understanding of Word Perfect and Microsoft Office.
- Maintain organization.
- Work with others in a fast-paced environment.

### Minimum Qualifications:

- Must be proficient at reading, writing and spelling.

# XEROX OPERATOR

The Xerox Operator duplicates, scans and emails documents during the legislative session.

## Tasks:

- Lubricate equipment so it runs effectively.
- Add paper to the Xerox machine.
- Make copies and scan documents.
- Perform other duties as instructed by the Chief Clerk.

## Knowledge, Skills and Abilities:

- Multi-task and prioritize duties according to demand.
- Follow written and verbal instructions.

## Minimum Qualifications:

- Must be able to read and write.
- Must be able to work an infinite amount of hours.

# JOURNAL CLERK

The Journal Clerk works closely with the Senate Chief Clerk, taking notes of all Senate legislative actions.

## Tasks:

- Keep record of all proceedings that occur during the legislative session, including but not limited to:
  - Vote Counts
  - Roll Call
  - Messages from the House of Representatives
  - Executive Messages
  - Resolutions
  - Memorials
- Copy, scan and email documents.
- Proofread documents for clerical errors.
- Create the Senate journal.

## Knowledge, Skills and Abilities:

- Able to follow written and verbal instruction
- Excellent organization skills
- Ability to function well in a high-paced and at times stressful environment.
- Knowledge of short hand is a plus.

## Minimum Qualifications:

- Proficient in reading, writing and spelling
- Sit and be attentive for long periods.
- Must be able to type 50 wpm.
- Proficient with Word Perfect and other related software.

## SENATE CHIEF CLERK



Cheri D. Lujan

I'd like to personally thank you for your interest in employment at the New Mexico State Senate. I am always looking for energetic individuals to join our team and help serve the citizens in the great state of New Mexico.

Sincerely,

*Cheri D. Lujan*

Cheri D. Lujan  
Chief Clerk Designee 2023

