

**Job Title: Session Bill Clerk**  
**Department: Legislative Council Service**  
**Reports to: Session Bill Clerk Supervisor**

**Salary: \$15.00 per hour**  
**Effective Date: January 9, 2023**

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.

**Supervision and Guidelines:**

Work is under general direction once training is completed.

**Job Summary:**

Bill Clerks assist the LCS Records Officer in opening, maintaining and organizing confidential legislative requests. They prepare the required number of copies and jacket bills to be delivered to the legislators in chambers, committee rooms, offices, etc. They maintain logs by number, requestor and assigned person for processing as well as coordinate with other legislative staff for delivery of completed files. Bill Clerks assist with other duties associated with records management or special projects as needed by the Records Officer. Duties include maintaining the 202 database file program; opening, preparing and closing requests; assembling and preparing bills; assisting LCS librarians; and performing other duties as needed.

**Required Skills/Abilities:**

The Session Bill Clerk will have good grammar and communication skills, an attention to detail and basic computer and office skills.

**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. During legislative sessions, the agency is open seven days per week, long hours are the norm and staff may be on-call depending on session demands. Session Bill Clerks must be willing to work overtime and on day or night shifts beginning in mid-January. Overtime pay is provided. Up-to-date COVID-19 vaccination status or a qualified medical/religious exemption is required.

Please send your resume and letter of interest to [LCShiring@nmlegis.gov](mailto:LCShiring@nmlegis.gov).