

Job Title: Certificate and Memorial Drafter

Department: Legislative Council Service

Reports to: Assistant Director for Drafting Services

Position Status: Contract

Position Term: January 5, 2024 through February 15, 2024

Compensation: \$1,500 - \$2,000 per week DOE

The Legislative Council Service (LCS), created by statute in 1951, is the legal drafting and research agency for the New Mexico Legislature. The LCS serves all members of the legislature in a nonpartisan and confidential manner without regard to political affiliation, seniority or leadership position. The LCS supports the legislature in the proper performance of its constitutional duties and works to uphold the legislative branch as a separate and co-equal branch of government. During legislative sessions, the LCS is available seven days a week and long hours are the norm.

Job Summary:

The Certificate and Memorial Drafter drafts certificates and memorials requested by legislators and other authorized individuals as assigned by the Assistant Director for Drafting Services. The Certificate and Memorial Drafter works on deadline to produce drafts and final versions of the requested documents. Internet research and frequent consultation with legislators and other authorized individuals are required to produce drafts and final versions of the requested documents.

Duties/Responsibilities:

The Certificate and Memorial Drafter will furnish services during the 2024 regular session as generally requested and directed by the Assistant Director for Drafting Services of the LCS, including:

- preparation of certificates and memorials as requested by legislators or individuals authorized by legislators to request certificates and memorials;
- researching information specific to the requested certificates and memorials;
- meeting via phone, a virtual platform or in person with the legislator or authorized individual to discuss the requested document;
- researching legislative, policy, rule and other information as requested by the Assistant Director for Drafting Services;
- communicating and collaborating with the Assistant Director for Drafting Services, staff attorneys and other drafters and LCS staff to complete requests; and
- other research and writing duties as directed by the Assistant Director for Drafting Services.

Required Skills/Abilities:

- Ability to maintain neutrality and confidentiality in a political environment.
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.

- Proficient in conducting internet research.
- Excellent interpersonal and customer service skills.
- Excellent time management skills with a proven ability to meet deadlines and prioritize tasks.
- Ability to function well under stress in a fast-paced environment.
- Ability to work collaboratively as a team, as well as independently.
- Proficient with Microsoft Office Suite, WordPerfect or related software.

Minimum Education and Experience:

- A bachelor's degree and four years of relevant experience or a master's or juris doctor degree.
- Experience in state government, law, public policy or journalism preferred.
- A combination of education and experience sufficient to demonstrate the ability to perform the duties of the position may be considered.

Physical Requirements:

- Ability to work long hours during the legislative session, including working more than 10 hours in a day and working weekends for the duration of session, which will be 30 days in 2024.
- Prolonged periods of sitting at a desk and working on a computer.

Working Conditions:

- Certificate and Memorial Drafter positions are contract positions and will run from January 5, 2024 through noon on February 15, 2024 for the upcoming regular legislative session.
- The work will be performed remotely and a reliable internet connection is required.

Please send your resume, writing sample, letter of interest and references to the Assistant Director for Drafting Services, Shawna Casebier, at shawna.casebier@nmlegis.gov.