

**Job Title: Capital Outlay Drafter**  
**Legislative Council Service — Temporary**  
**Reports to: Capital Outlay Supervisor**

**Salary: \$18.658500**  
**Effective Date: November 27, 2023**

## **INTRODUCTION**

The Legislative Council Service (LCS) is the central drafting, legal and policy research agency for the New Mexico legislature. The LCS also serves the executive and judicial agencies and is the main point of contact for members of the public who are interested in legislative matters. 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.

## **EXAMPLES OF WORK PERFORMED**

Capital outlay drafters collect and process capital outlay project requests from local governments and other eligible entities through an online website for inclusion in the annual capital outlay bill. Considerable contact with the public is required in this process. Capital outlay drafters also perform research and drafting duties as assigned by the Capital Outlay Programs Coordinator to prepare the reauthorization and general obligation bond bills. Capital outlay drafters work closely with each other, the public and legislative staff during the session. In addition to writing and modifying project descriptions, capital outlay drafters proofread all parts of the bills produced in the capital outlay division, before and after the bills go to the proofing department. Capital outlay drafters also generate reports for the public and for legislative staff from the databases used by the capital outlay division.

## **MINIMUM QUALIFICATIONS**

Capital outlay drafters must possess strong writing, editing and proofreading skills and have some experience in using databases and spreadsheets.

## **WORKING CONDITIONS**

Employees work in a professional office setting in the State Capitol. During legislative sessions, the agency is open seven days a week, long hours are the norm and staff may be on call depending on session demands. Some capital outlay drafting functions can be performed remotely.

Capital outlay drafter positions are temporary positions and will run from November 27, 2023 through noon on February 15, 2024 for the upcoming regular legislative session.

## **PHYSICAL REQUIREMENTS**

Employees work in a general office setting. Some lifting and carrying of files, boxes and computer equipment is common.