

**LEGISLATIVE COUNCIL SERVICE**  
**Computer Specialist I**

**Salary: \$49,402 – \$77,049 BOE**

**Reports to: Legislative Information Systems Manager**

**Effective Date: June 15, 2024**

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. LCS staff also draft legislation for executive, judicial and other state entities and serve as a central contact point for the public seeking information from the legislative branch. Employees work in a professional setting in the State Capitol. Travel within New Mexico is required during legislative interims. During legislative sessions, the LCS is available seven days per week and long hours are the norm.

**Job Summary:**

The Computer Specialist I is responsible for preparing reports, managing databases, communication, presenting work results and providing technical support, whether local or remote. The Computer Specialist I provides user support, hardware and software installation, research and session support for the LCS and other legislative agencies.

**Duties/Responsibilities:**

- Coordinates and staffs the help desk for the legislature providing first and second line support;
- troubleshoots for hardware/software problems and conducts ongoing testing of market advances for the system; assists in coordinating software training; assists in computer training projects; and handles hardware/software upgrade testing;
- handles a number of general network duties such as: adding new users; rights and file permissions of network users and groups; loading software; assisting in the updating of One Source and other applications; assisting in trouble shooting with the network; handling backup and restoring of network files, including projects as assigned;
- builds, installs, maintains and upgrades computer equipment as necessary;
- under supervision, develops ability to support network infrastructure, including, as time and resources permit, A+ certification or obtaining after one year of hire date;
- is responsible for maintaining and updating the asset management program for inventory of all LIS and legislative agency-owned hardware and software;
- provides quality customer service with effective communication;
- creates IT-related solutions and proper documentation Advising, testing, and creating computer images;
- diagnoses technical problems remotely, or in person.

**Required Skills/Abilities:**

- Ability to maintain neutrality and confidentiality in a political environment.
- Ability to work collaboratively as a team, as well as independently.
- Excellent verbal and written communication skills.

- Excellent interpersonal and customer service skills.
- Excellent time management skills with a proven ability to meet deadlines and prioritize tasks.
- Strong analytical and problem-solving skills.
- Ability to function well in a high-paced and at times stressful environment.
- Understanding of software development process and documentation.

### **Education and Experience:**

- Graduation from an accredited high school, or its equivalent, plus any combination of education, training or experience in programming, systems analysis, computer science or closely related field totaling at least five years.
- Considerable knowledge of computer systems, server language systems analysis and applications programming; a knowledge of the principles and practices of management and accounting; understanding of the agencies to be served and of their installed programs, procedures and methods; and knowledge of data processing theory and applications, as well as the functions, uses and limitations of computers and peripheral equipment.
- The ability to utilize network diagnostic equipment to run tests and to logically analyze and solve problems on the network, effectively communicate technical information in an understandable form, provide instructions to supervise technical and clerical employees, and administer a budget.

### **Physical Requirements:**

- Possible prolonged periods of sitting at a desk and working on a computer.
- Ability to work extra hours during legislative sessions, including working more than 10 hours in a day and working weekends for the duration of session, which may be 30 to 60 consecutive days long.
- Available to work seven days a week during the legislative session under great time pressures and can handle a high degree of stress.
- Must be able to lift up to 50 lbs.

### **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. Travel and additional hours are sometimes required, more so for interim committee staff. Some travel is required.
- Legislative employees are exempt from the State Personnel Act and from the federal Fair Labor Standards Act. No overtime pay is provided to regular, year-round staff. Compensatory time is provided at the discretion of the LCS director for some of the additional time worked during session.

Please send your resume and letter of interest to Veronica Grace at [veronica.grace@nmlegis.gov](mailto:veronica.grace@nmlegis.gov).