

LEGISLATIVE COUNCIL SERVICE
Receptionist

Salary: \$41,396 – \$46,121 BOE

Reports to: Director of Legislative Council

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.

SUPERVISION AND GUIDELINES

Work is under general supervision. Guidelines include agency policies and state laws.

EXAMPLES OF WORK PERFORMED

A receptionist greets callers and visitors and provides them with the information they are seeking or directs them to the staff member or other agency that can provide the information. The receptionist functions in a cooperative manner as part of a team of receptionists and recognizes the importance to the LCS of making an excellent first impression on the people it serves.

DISTINGUISHING CHARACTERISTICS

Reception is the primary function of the job. Incumbent must be able to work well under pressure. Basic knowledge of the legislative process. Ability to recognize the current, former and newly-elected members.

MINIMUM QUALIFICATIONS

- I. High school diploma plus three years' experience or equivalent.
- II. Considerable knowledge of telephone etiquette, basic English and the methods used in coordinating telephone and visitor traffic; working knowledge of public relations techniques; and the ability to help create a pleasant office atmosphere as part of a team, project an attitude of service to the public and to employees, efficiently notify employees of telephone calls and visitors, obtain sufficient information to place the public in contact with appropriate agency employees and establish and maintain effective working relationships with employees and the public.

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.

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.

PHYSICAL REQUIREMENTS

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

SALARY RANGE

\$41,396 - \$46,121

Please send your application or resume to Veronica Grace at veronica.grace@nmlegis.gov.

