

**Job Title: Researcher I****Department: Legislative Council Service****Salary: \$53,276 - \$84,277 BOE****Reports to: Assistant Director for Legislative Affairs****Effective Date: August 1, 2022**

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 coequal 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:**

A Researcher I gathers information and performs tasks in response to requests from legislators, the public and more senior staff members of the LCS; summarizes information in oral or written reports; and performs other tasks as assigned. Much of the work of a Researcher I is performed independently but may be reviewed by a supervisor or more senior staff member.

A Researcher I staffs interim committees; drafts news releases, opinion pieces and speeches for legislators; drafts memorials and less complex legislation; drafts reports and memoranda on a variety of topics as requested; and performs other duties as assigned.

**Minimum Qualifications:**

A Researcher I must possess a bachelor's degree and have three years of relevant experience or a master's degree and one year of relevant experience.

**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. Travel and additional hours are sometimes required, primarily for interim committee staff.

Legislative employees are exempt from the Personnel Act and from the federal Fair Labor Standards Act of 1938. 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 Amy Chavez-Romero at [amy.chavez-romero@nmlegis.gov](mailto:amy.chavez-romero@nmlegis.gov).