

**LEGISLATIVE COUNCIL SERVICE**  
**Session Library Assistant (Temporary, Full-Time, 40-50 hours per week)**

**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 of the Senior Legislative Librarian. Guidelines include LCS policies, regulations and objectives; accepted library procedures and practices; and supervisory instructions.

**EXAMPLES OF WORK PERFORMED**

The Session Library Assistant performs tasks central to the acquisition, preparation, compilation and organization of materials that comprise the LCS library's print and online collection. The Session Library Assistant responds to research requests from legislators, legislative and state agency staff and the public. The work is assigned and reviewed by the Senior Legislative Librarian.

The Session Library Assistant performs a variety of technical library tasks, including serials check-in and distribution; processing of supplements and updates to legal materials; data entry; compilation of records; shelving and filing of periodicals and newspaper clippings, both print and electronic (SharePoint); collection and organization of session documents; preparation of materials for binding; sorting and shelving of books and reports; maintaining vertical files; and preparation and distribution of the daily email news alert. The Session Library Assistant will also track legislation and executive orders during the legislative session.

**DISTINGUISHING CHARACTERISTICS**

The Session Library Assistant conducts day-to-day routine library work and related work as required.

**MINIMUM QUALIFICATIONS**

High school graduation or successful completion of the General Educational Development test plus any combination of college education and library experience adding up to four years.

Knowledge of basic library, legislative and legal reference materials is preferred but not required.

## **WORKING CONDITIONS**

Session employees work in a professional office setting in the State Capitol. Outside of legislative sessions, the LCS Library is open during standard office hours on Monday through Friday from 8:00 a.m. to 5:00 p.m.

During legislative sessions, the LCS Library is open seven days a week: Monday through Friday from 7:00 a.m. to 6:00 p.m, Saturday from 9:00 a.m. to 5:00 p.m. and Sunday from noon to 5:00 p.m. Extended hours may be required depending on session demands.

Work over 40 hours per week is compensated at [ ].

## **PHYSICAL REQUIREMENTS**

Session employees work in a general office setting. Some lifting and carrying of files, boxes and computer equipment is common. The Session Library Assistant must be able to retrieve and reshelve material from file cabinets and standard library shelves.