

Job Title: Session Proofreader
Department: Legislative Council Service
Reports to: Proofreading Supervisor

Salary: \$18.27 per hour
Effective Date: August 1, 2022

The Legislative Council Service (LCS) is the central drafting, legal and policy research agency for the New Mexico Legislature. 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. Employees work in a professional setting in the State Capitol. During legislative sessions, the LCS is available seven days per week, and long hours are the norm.

Supervision and Guidelines:

Work is under general direction once training is completed. Guidelines include state laws, style manuals, document samples and procedure manuals.

Job Summary:

The Session Proofreader proofreads and fact-checks a high volume of legislation in a fast-paced environment. Training is provided. Work will be on-site from October 31, 2022 through March 18, 2023. Beginning in mid-January, work is seven days per week in two shifts. The Session Proofreader works under the supervision of the Proofreading Supervisor.

Required Skills/Abilities:

The Session Proofreader will have excellent grammar and communication skills, an attention to detail and basic computer skills. Experience with Adobe PDF tools is preferred. The Session Proofreader must be able to work under stressful conditions.

Minimum Qualifications:

A bachelor's degree is required. A proofreading test is required for this position.

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. Session Proofreaders must be willing to work overtime and on day or night shifts beginning in mid-January. Overtime pay is provided. Up-to-date COVID-19 vaccination status or a qualified medical/religious exemption required.

Please send your resume and letter of interest to LCShiring@nmlegis.gov.