

DISTRICT LEGISLATIVE AIDE

INTRODUCTION

The District Legislative Aide (DLA) provides legislative and administrative support to the hiring legislator at the direction and under the supervision of the hiring legislator within the hiring legislator's district. Work performed may be full time or part time.

SUPERVISION AND GUIDELINES

Work is under general supervision of the hiring legislator with resources and assistance provided by the respective leadership office's District Office Liaison. Guidelines include New Mexico Legislative Council Policy No. 27 — Legislative District Offices and Legislative Council Service (LCS) policies and procedures as provided by the LCS Human Resources Office.

EXAMPLES OF WORK PERFORMED

- Work on general constituent services involving local and municipal- and county-wide issues (state-level constituent services are carried out by the chief clerks pursuant to Section 2-14-3 NMSA 1978).
- Manage communications such as phone calls, email and regular mail.
- Prepare and maintain files for the legislator, including bill files, correspondence files and other files as requested.
- Schedule and maintain a calendar of meetings, interim committee meetings, legislative events and other activities scheduled or requested by the legislator.
- Help with social media, digital outreach and organization of town halls, in conjunction with the leadership offices.
- Maintain a sign-in sheet for visitors who wish to see the legislator and respond as requested.
- Work with LCS staff who draft or amend legislation.
- Conduct or coordinate policy research, which may be in coordination with the leadership offices or LCS staff.
- Attend meetings, in person or by video conference, on behalf of the legislator and report on issues and outcomes.
- Perform other duties as requested by the legislator.

LIMITATION ON ACTIVITIES

A DLA shall not engage in electioneering. For purposes of this position, "electioneering" means an activity directed toward a desired electoral outcome for a particular candidate, party or ballot issue, including: attending and participating in campaign events and activities; fundraising for campaigns; displaying or distributing campaign materials in any medium; and soliciting votes for or against a candidate, party or ballot issue.

MINIMUM QUALIFICATIONS

- A bachelor's degree from an accredited college or university, or an equivalent combination of relevant experience and education.
- Experience in or knowledge of the legislative process.
- Excellent organizational skills, including the ability to prioritize work and work independently to meet specific goals and time lines.
- Ability to work collaboratively with other DLAs, leadership staff and other legislative staff.
- Demonstrated ability to handle periods of high stress, particularly while dealing with deadlines or constituents.
- Experience in operating social media and meeting platforms.

WORKING CONDITIONS

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 may be provided at the discretion of the LCS director for additional time worked. The DLA will provide services within the hiring legislator's district.

CLASSIFICATION AND COMPENSATION

The DLA position is in Classification E. The compensation range for Classification E is \$49,402 (minimum) to \$77,049 (maximum). However, New Mexico Legislative Council policy limits the hiring of staff at no more than 75% of the maximum salary, which is \$57,786 for Classification E.

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