

NEVADA ASSEMBLY
Full-Time Temporary Positions for the
2017 Legislative Session

PERSONAL SECRETARY

The Nevada Assembly is seeking full-time, temporary staff to work five months for the 2017 Legislative Session in Carson City. The 2017 Session begins February 6, 2017, and ends June 5, 2017. Training for this position commences on January 3, 2017. All positions with the Assembly are nonpartisan.

DESCRIPTION

The personal secretary is responsible for providing clerical and administrative support to an Assembly member. This position serves as the first point of contact in a legislator's office and assists the legislator in communications with other legislators, constituents, lobbyists, staff, governmental agencies, the media, and the general public. A personal secretary's duties include greeting visitors, answering telephone calls, making travel arrangements, maintaining the member's calendar, and tracking the progress of legislative bills. The personal secretary is also responsible for researching constituent concerns; drafting letters and memoranda; generating reports; preparing outlines, presentations, spreadsheets, and databases when required; and maintaining files. Personal secretaries maintain strict confidentiality and professional conduct at all times.

EDUCATION AND EXPERIENCE

- Graduation from high school or equivalent education.
- Three years of relevant work experience as a secretary or administrative assistant or an equivalent combination of education and experience is preferred.
- Experience with Microsoft Office Suite.
- Bilingual skills welcome but not required.

KNOWLEDGE, SKILLS, AND ABILITIES

Applicants must demonstrate thorough knowledge of the English language, grammar, and punctuation and possess excellent interpersonal and communication skills. Candidates must also have experience with computer applications and have the ability to:

- Conduct oneself in a manner that sustains the integrity of the legislative institution and supports the tenets of representative democracy.
- Maintain strict confidentiality and discretion.
- Present a calm, professional appearance and demeanor in the workplace at all times.
- Work within the standards and guidelines established by the Nevada Assembly.
- Complete assigned tasks in a timely manner with minimal supervision.
- Prioritize multiple tasks and work within tight deadlines.
- Work calmly and efficiently under stressful conditions.
- Communicate and interact with legislators, constituents, lobbyists, staff, governmental agencies, the media, and the public in a courteous, respectful, and professional manner.
- Accept and follow direction.
- Follow projects through to completion.
- Work long days and weekends whenever necessary.
- Assist other Assembly staff when needed.

WORKING CONDITIONS

Persons performing the duties for this position are expected to:

- Read for extended periods.
- Work early, extended hours, and a seven-day workweek when necessary during session.
- Work in shared office space.
- Sit or stand for extended periods.

SALARY RANGE

Hourly rate: \$13.43 – \$25.54; daily rate: \$107.43 – \$204.36. During the legislative session, which begins February 6, 2017, and ends June 5, 2017, session staff are paid a daily rate seven days per week. Prior to session convening and after session has ended, staff are paid at an hourly rate for actual hours worked.

TO APPLY

Please submit an Assembly Employment Application and Supplemental Employment Questionnaire ([Assembly Career Opportunities](#)) to the Chief Clerk of the Assembly at the address shown below.

Applicants who have not previously worked for the Nevada Assembly must complete a skills test.

CLOSE DATE

September 30, 2016

SUBMIT APPLICATION AND DIRECT INQUIRIES TO:

Susan Furlong
Chief Clerk, Nevada Assembly
Legislative Building, Room 1109
401 South Carson Street
Carson City, Nevada 89701-4747
Phone: (775) 684-8555
E-mail: susan.furlong@asm.state.nv.us

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