

COMMITTEE SECRETARY

Non-Classified

**NEVADA STATE SENATE
CARSON CITY, NV**

SALARY RANGE:

Daily Rate: \$125.79 – 223.11

Hourly Rate: \$15.7238 - \$27.9142

During the Legislative Session, beginning February 1, 2021, and ending May 31, 2021, Senate Session staff is paid a daily rate, seven days per week. Prior to Session convening and after Session has ended, staff is paid an hourly rate for actual hours worked.

The Daily-Rate Range reflects retirement contributions by Employee and Employer.

EMPLOYMENT BEGINS: January 4, 2021.

RECRUITMENT OPEN TO: All qualified applicants. EOE/ADA/AA.

APPLICATIONS WILL BE ACCEPTED THROUGH: September 30, 2020.

INTERVIEWS: Successful applicants will be contacted for interviews.

THE POSITION:

The Committee Secretary, under the direction of the Committee Manager, administers and preserves the legislative record of Senate Standing Committee meetings and produces complete and accurate documentation thereof reflected in detailed transcribed minute reports. Responsibilities include: interacting with the Committee Manager, Chair of the Committee, Proofreaders, other departmental staff, Legislators, State Agencies/Administrators, Legislative staff, lobbyists, the general public and others.

TO QUALIFY: Applicant must have a high school diploma or the equivalent and experience which meets the job qualifications necessary to perform the job. For the detailed job description and qualifications see:

<https://www.leg.state.nv.us/App/CareerOpenings/Postings/LCB/Committee%20Secretary%202021.pdf>

The following information is required:

1. Cover Letter
2. Nevada Senate Employment Application
https://www.leg.state.nv.us/App/CareerOpenings/Postings/LCB/Senate_Employment_Application_2020.pdf
3. Résumé
4. Supplemental Questionnaire for Senate Staff
https://www.leg.state.nv.us/App/CareerOpenings/Postings/LCB/Senate%20Supplemental%20Questionnaire_2021%2007-02-20.pdf

Applications will not be considered complete until all requested information has been submitted to the Senate Office by September 30, 2020.

SUBMIT ALL REQUIRED INFORMATION ELECTRONICALLY BY EMAIL TO:

Claire J. Clift
Secretary of the Senate
claire.clift@sen.state.nv.us
For further information, call (775) 684-1400