

LEGISLATIVE ASSISTANT

Non-Classified

NEVADA STATE SENATE

CARSON CITY, NV

SALARY RANGE:

Daily Rate: \$117.39 – 223.31

Hourly Rate: \$14.6738 - \$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 Legislative Assistant oversees the operation and administration of a Senator's office performing a variety of functions both independently and in a team environment. Responsibilities include: interacting with Legislators, State Division Agencies/Administrators, the general public, lobbyists and others who visit the office; manage and organize work flow; provide administrative support to the Senator. Experience in Microsoft Word, Outlook and Windows is required.

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/Legislative%20Assistant%20I-IV%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