

## Legislative Assistant I, II, III and IV Job Description

<b>Reports to:</b>	Director of Senate Staffing	
<b>Supervises:</b>	NA	
<b>Compensation:</b>	<b>Employer Paid Retirement</b>	<b>Employee/Employer Paid</b>
<b>Legislative Assistant I</b>		
<b>Hourly Rate</b>	\$11.5488 – \$17.9175	\$13.0346 – \$20.2210
<b>Daily Rate</b>	\$92.39 – \$143.34	\$104.28 – \$161.77
<b>Legislative Assistant II</b>		
<b>Hourly Rate</b>	\$12.3738 – \$19.1975	\$13.9679 – \$21.6689
<b>Daily Rate</b>	\$98.99 – \$153.58	\$111.74 – \$173.35
<b>Legislative Assistant III</b>		
<b>Hourly Rate</b>	\$13.4725 – \$20.90	\$15.2077 – \$23.5921
<b>Daily Rate</b>	\$107.78 – \$167.20	\$121.66 – \$188.74
<b>Legislative Assistant IV</b>		
<b>Hourly Rate</b>	\$14.1613 – \$21.97	\$15.9833 – \$24.7954
<b>Daily Rate</b>	\$113.29 – \$175.76	\$127.87 – \$198.36

### General Information/Purpose

The Legislative Assistant oversees the operation and administration of a Senator's office.

Senate employees are **nonpartisan** and do not attempt to influence members of the Legislature, other State employees, or members of the general public regarding policy matters or pending legislation and do not let personal opinions or positions affect work procedures or product. Given the nonpartisan nature of the position, all employees of the Senate are prohibited from engaging in certain political activities. Senate employees are expected to establish and maintain courteous and effective relationships when interacting with all Legislators, legislative staff, lobbyists, the media and the general public (regardless of political affiliation), demonstrating high professional, ethical and confidentiality standards consistent with Senate policies.

The Legislative Assistant performs a variety of functions both independently and in a team environment. Depending on the workload of the team, the Legislative Assistant may be required to work more than eight hours in a day or to work on a holiday or weekend with little or no advance notice. Senate Session employees are paid for seven days per week during the Legislative Session with no payment for overtime; prior to and after the Legislative Session, staff is paid on an hourly basis. The Legislative Assistant is subject to a performance appraisal process prior to the end of the Legislative Session.

### Essential Job Functions

- Safeguard confidentiality of all office files and information received.
- Interact with the public as the Senator's receptionist; handle communications with the public in a manner that is politically knowledgeable and sensitive.
- Respond to incoming telephone calls and visitors in a professional and courteous manner, assessing the importance and taking and relaying messages accurately and promptly.
- Direct or respond to constituent calls and requests for information and resolve issues in accordance with the Senator's instructions.
- Schedule appointments and maintain the Senator's calendar; keep the Senator informed.

- Prepare/compose letters for Senator's signature and answer correspondence as directed, using mail merge function when necessary; respond to surveys and reports as directed by the Senator.
- Track Bills using electronic Public Legislative Tracking program.
- View Committee meetings and Senate Floor Sessions to monitor bills and the Senator's availability.
- Review Committee schedules and agendas to determine the Senator's schedule.
- Place calls on the Senator's behalf as instructed.
- Distribute information to other Legislators, staff, agencies and the public as directed.
- Become familiar with Assemblymen/women and their staff who serve on Committees with the Senator and with the names and faces of those who frequent the Senator's office.
- Make travel arrangements including airline, rental car and hotel and maintain file of expenses as directed.
- Maintain contact list for the Senator of those interested in specific legislation.
- Coordinate information and documents needed by the Senator for Committee meetings and Floor Sessions.
- Use social media in accordance with Senate guidelines to communicate nonpartisan Senate information and activities to the public.

### **Other Job Functions**

- Operate office machinery including personal computer using Microsoft Office 2010 and Windows 7, fax machine, photocopier, scanner, telephone, etc.
- Set up and maintain an electronic and/or paper filing system of confidential and work related documents; file accurately, both numerically and alphabetically.
- Open mail and email and appropriately direct/redirect or respond as directed and/or requested.
- Maintain and organize adequate office supplies.
- Work cooperatively with other office, Committee and legislative staff; maintain courteous and effective relationships.
- Attend appropriate Senate staff training and meetings prior to and during the Legislative Session.

**Notwithstanding the stated Essential and Other Job Functions, the duties and responsibilities of this position may be assigned or reassigned at any time at the discretion of the Secretary of the Senate or Director of Senate Staffing.**

### **Job Qualifications/Mental and Physical Abilities**

- Exhibit strong technological skills using the computer to prepare and track documents, perform research, and communicate with other staff members, Legislators, lobbyists, the media and general public.
- Possess strong written and verbal communication skills; clearly communicate information in spoken English, listen well and ask relevant questions.
- Exhibit high level of professionalism in conduct, work ethics and appearance.
- Acquire and develop working knowledge of Senate rules, conduct, policies, procedures and basic understanding of the legislative process and procedures.
- Acquire and develop working knowledge of the Legislative Building with its Committee rooms, Legislators' offices, etc. and reference materials available related to the Legislature.
- Familiarity with Google products and social media platforms, e.g., Facebook, Twitter, LinkedIn, YouTube, Flickr, Instagram.
- Maintain strict confidentiality and exercise discretion in all legislative matters and interactions.
- Analyze and comprehend complex documents and demonstrate a mastery of the English language including grammar, punctuation, syntax, etc.
- Prioritize multiple tasks, work efficiently within time constraints and deadlines, and handle stressful situations maintaining a calm professional demeanor at all times.
- Demonstrate customer service mentality.
- Be attentive and detail-oriented; be organized, flexible and adaptable.

- Work effectively as a team member to contribute to the efficient functioning of the Committee and Senate.
- Follow instructions from his/her supervisor and other Senate administrative staff.
- Work early, extended hours, and a seven-day work week when necessary during Session.
- Sit and/or stand for extended periods of time.
- Lift supplies weighing approximately 10-20 pounds.

**Physical Environment**

- Typical office environment at a desk, sharing office space with the Senator or other legislative staff.
- Moderate exposure to noise (computers, printers, light traffic.).
- Minimal exposure to adverse environmental issues and minimal exposure to heat, cold, inclement weather conditions, and occasional environmental hazards.

**Leveling Guide for Legislative Assistants I, II, III and IV**

**Legislative Assistant I (Secretary):** entry level position for a personal Legislative Assistant who has no experience working at the Nevada Legislature, but may have comparable work experience outside the Legislature.

**Legislative Assistant II (Senior Secretary):** a Legislative Assistant who has worked 1-2 Legislative Sessions at the Nevada Legislature and performed in a satisfactory manner or someone who has comparable work experience outside the Legislature.

**Legislative Assistant III (Executive Secretary):** a Legislative Assistant who has worked 3 or more Legislative Sessions at the Nevada Legislature in a satisfactory manner or one who is assigned to a Senator in the Leadership Office or someone who has comparable work experience outside the Legislature.

**Legislative Assistant IV (Executive Assistant):** a Legislative Assistant who has worked 5 or more Legislative Sessions at the Nevada Legislature in a satisfactory manner or one who is assigned to a Senator in the Leadership Office or someone who has comparable work experience outside the Legislature.

**Note:** This job description is not intended to be a complete list of all duties, responsibilities, qualifications, and required/prohibited conduct associated with the job. The information is also not intended to create either an implied or express contract between the Senate and the employee. Employees of the Senate are at-will employees and, as such, may leave employment at any time and employment may be terminated at any time with or without cause or notice. This at-will status may not be altered or modified, except in writing and signed by the Secretary of the Senate.

The Nevada State Senate is an equal opportunity employer. Qualified persons are considered for employment without regard to race, color, religion, sex, national origin, disability, age, pregnancy, sexual orientation, genetic information, or gender identity and/or expression.

**Your signature below indicates you have been given a copy of this job description, you have read and understand it and can perform the Essential Functions of the job with or without reasonable accommodation.**

**Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**To apply, please submit the following:**

1. An LCB/Senate Application, which can be found at:  
<http://www.leg.state.nv.us/App/CareerOpenings/A/Default.aspx>
2. The Supplemental Questionnaire for Senate Session Staff – 2015 Legislative Session which can be found at:  
<http://leg.state.nv.us/App/CareerOpenings/Postings/LCB/2015SupplementalQuestionnaire.pdf>
3. A current résumé.
4. A cover letter.

**If you are applying for more than one Senate position: please list all Senate positions applying for in the “Title of Job” area of the Legislative Counsel Bureau/Nevada Senate Employment Application and mark the appropriate Senate positions on the Supplemental Questionnaire for Senate Session Staff.**

**For Senate positions, please disregard the instructions on the application that require you to submit an application for each position; one application is sufficient for Senate purposes.**

**Applications must be received/posted by 5 PM Friday, September 19, 2014.**