

**SENATE SENIOR PROOFREADER**  
**Non-Classified**

**NEVADA STATE SENATE**  
**CARSON CITY, NEVADA**

**SALARY RANGE:**

Daily Rate: \$132.97 – \$206.28  
Hourly Rate: \$16.6213 – \$25.7850

During the Legislative Session, beginning February 4, 2019, and ending June 3, 2019, 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:** November 2018; training workshop August 20 – 24, 2018.

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

**APPLICATIONS WILL BE ACCEPTED THROUGH:** May 18, 2018.

**INTERVIEWS:** Successful applicants will be contacted for interviews.

**THE POSITION:** The Senior Proofreader conducts a thorough review of Senate Committee minute reports for coherent content, comprehension, legislative intent as well as proper sentence structure, grammar and spelling. The Senior Proofreader supervises proofreaders within a specialized group and completes evaluations of Committee Secretaries' minute writing performance. The Senior Proofreader also assists with the training needs of Senate Session Staff. 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/Proofreader\\_Senior\\_Job\\_Posting\\_2019.pdf](https://www.leg.state.nv.us/App/CareerOpenings/Postings/LCB/Proofreader_Senior_Job_Posting_2019.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\\_2019.pdf](https://www.leg.state.nv.us/App/CareerOpenings/Postings/LCB/Senate_Employment_Application_2019.pdf)
3. Résumé
4. Supplemental Questionnaire for Senate Staff  
[https://www.leg.state.nv.us/App/CareerOpenings/Postings/LCB/Senate\\_Supp\\_Questionnaire\\_2019.pdf](https://www.leg.state.nv.us/App/CareerOpenings/Postings/LCB/Senate_Supp_Questionnaire_2019.pdf)

***Applications will not be considered complete until all requested information has been submitted to the Senate Office by May 18, 2018.***

**SUBMIT INFORMATION TO:**

Claire J. Clift  
Secretary of the Senate  
401 South Carson Street, Room 1206  
Carson City, Nevada 89701-4747

For further information, call (775) 684-1400