

Proofreader Job Description

Reports to:	Director of Senate Staffing	
Supervises:	N/A	
Compensation:	Employer Paid Retirement	Employee/Employer Paid
Hourly Rate	\$12.3738 – \$19.1975	\$13.9679 – \$21.6689
Daily Rate	\$98.99 – \$153.58	\$111.74 – \$173.35

General Information/Purpose

The Proofreader performs a comprehensive review of Senate Committee minute reports for order and understanding, legislative intent, accuracy of information, sentence structure, grammar, punctuation and spelling. Generally, minute reports will be reviewed at least three times, each time by a different proofreader.

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 Proofreader performs a variety of functions both independently and in a team environment. Depending on the workload of the team, the Proofreader 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 Proofreader is subject to a performance appraisal process prior to the end of the Legislative Session.

Essential Job Functions

- Read Committee minute reports for fluency, comprehension and legislative intent in context with legislative bills, amendments, exhibits and research presented.
- Edit minute reports for proper format in accordance with the guidelines in the Senate Proofreader Manual.
- Edit minute reports for proper grammar and sentence structure using the Senate Writing Style and Review and Gregg Reference Manual as guides.
- Edit minute report for correct spelling using the Merriam-Webster’s Collegiate Dictionary.
- Verify accuracy of name, job title, department, company, or organization represented for persons testifying in Committee hearings.
- Listen to recordings of the meetings as needed to verify testimony contained in the minute reports.
- Access the internet to perform research relevant to proofreading Committee minute reports.
- Return edited minute reports (first edition) to the Committee Secretary, reviewing the changes or additions as necessary.
- Review the second edition to verify all edits have been made and reread for accuracy, format, etc. and return with edits to the Committee Secretary.

- Review the third (final edition), verifying changes, checking formatting and reviewing for errors before returning to the Committee Secretary.
- Record receipt of minute reports and track progress of proofreading on Proofreading Log Sheet and in Session Manager.

Other Job Functions

- Operate office machinery including personal computer using Microsoft Office 2010 and Windows 7, fax machine, photocopier, scanner, telephone, transcription equipment, etc.
- Respond to incoming telephone calls and visitors in a professional and courteous manner, taking and relaying messages as necessary.
- Handle communications with the public in a manner that is politically knowledgeable and sensitive.
- File accurately, both numerically and alphabetically.
- Open mail and email and direct/redirect or respond as appropriate.
- Work cooperatively with other office, Committee and Legislative staff.
- Attend Senate Proofreader Team meetings and all 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

- Analyze and comprehend complex documents and demonstrate a mastery of the English language including grammar, punctuation, syntax, etc.
- Possess strong editing, writing, and communication skills; clearly communicate information in spoken English, listen well and ask relevant questions.
- Acquire and develop working knowledge of Senate rules, conduct, policies, procedures and basic understanding of the legislative process and procedures.
- Exhibit high level of professionalism in conduct, work ethics and appearance.
- Maintain strict confidentiality and exercise discretion.
- Be attentive and detail-oriented; be organized, flexible and adaptable
- Use the computer to track minute reports and other documents, perform research, and communicate with other staff members, legislators, lobbyists, the media and general public.
- Operate standard office equipment and digital transcription equipment with headphones and foot pedal.
- Prioritize multiple tasks, work efficiently within time constraints and deadlines, and handle stressful situations maintaining a calm professional demeanor at all times.
- Follow instructions from his/her supervisor and other Senate administrative staff.
- Demonstrate customer service mentality.
- Work effectively as a team member to contribute to the efficient functioning of the Senate.
- 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 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.

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.