

## Senate Front Desk Recording Clerk Job Description

**Reports to:** Assistant Secretary of the Senate  
**Supervises:** No one

Compensation:	Employer Paid Retirement	Employee/Employer Paid
<b>Hourly Rate</b>	\$14.4363 – \$22.395	\$16.2949 -- \$25.2787
<b>Daily Rate</b>	\$115.49 -- \$179.16	\$130.36 – \$202.23

### General Information/Purpose

The Front Desk Recording Clerk creates the Daily Agenda for Senate Floor Sessions, maintains the Daily Log during Floor Sessions and transcribes remarks for the Senate Daily Journal.

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

### Essential Job Functions

- Record for the Senate Daily Journal all official actions taken on measures pending before the Senate and all Floor activities, including precise times when Session commences, recesses, and adjourns.
- Produce a detailed Daily Agenda for Floor Sessions based on information provided through the Secretary of the Senate or the Majority Leader.
- Produce audio recordings of the Senate Floor Sessions.
- Transcribe and edit the remarks of Legislators, State constitutional officers and congressional messages and communications for inclusion in the Senate Daily Journal.
- Collect the listing of guests of the Senate Chamber for inclusion in the Journal.
- Cross train with the Front Desk Journal Clerk in order to assume his/her duties in the case of absence or emergency; cross train on other Front Desk positions as requested.
- Work collaboratively with the Front Desk team at the end of each legislative day to review the events and actions of the day and verify the accuracy of all Senate activities and documents as reflected in the Senate Journal.
- Work with the Front Desk Journal Clerk to compile during Session ancillary information relating to the Legislature: legislative calendar, listing of bills, elected officers, personnel and Senate staff, the Senate Standing Rules and the Joint Rules of the Senate and Assembly to be used in the final compiled, edited, indexed and bound permanent Senate Journal.
- Maintain and enter data for the end of Session Roll Call, a published document that is completed after *Sine Die*.

- Research legislative issues and concerns using Senate Standing Rules as well as the Senate and Assembly Joint Rules, Nevada Revised Statutes (NRS) and the State Constitution, legislative Histories and Journals and Mason's Manual of Legislative Procedures.
- Keep confidential all information provided to the Senate Front Desk and from within the Senate lounge.
- Access the internet and NELIS to perform research relevant to the legislative process.
- Respond to incoming telephone calls and visitors in a professional and courteous manner, place calls as needed.
- Establish and maintain courteous, effective relationships with Legislators, other legislative staff, governmental agencies, lobbyists, and the general public.
- 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, Windows 7 and Session Manager, along with fax machine, photocopier, scanner, telephone, etc.
- Assist with Senate programs including uLegislate, SENarts, Nevada Youth Legislature, etc. as assigned.
- Open mail and email and direct/redirect or respond as appropriate.
- Set up and maintain filing systems; file accurately, both numerically and alphabetically.
- Attend all Senate staff training and meetings prior to and during the Legislative Session relevant to the Front Desk.

**Notwithstanding the stated Essential and Other Job Functions of this position, the duties, responsibilities or other work-related tasks may be assigned or reassigned at any time at the discretion of the Secretary of the Senate.**

#### **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 written and verbal communication skills; clearly communicate information in spoken English, listen well and ask relevant questions.
- Exhibit strong computer skills; use the computer to track documents, perform research, and communicate with other staff members, Legislators, lobbyists, the media and general public.
- Possess degree of knowledge and proficiency sufficient to perform advanced-level work.
- Exhibit ability to compile data, compose reports and procedure manuals without supervision.
- 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.
- Handle communications with the public and with Senate partners in a manner that is politically knowledgeable and sensitive; demonstrate customer service mentality.
- Maintain strict confidentiality and exercise discretion in all legislative matters and interactions.
- Be attentive and detail-oriented; be self-motivated and work independently; be organized, flexible and adaptable.
- Prioritize multiple tasks, work efficiently within time constraints and deadlines, and handle stressful situations maintaining a calm, professional demeanor at all times.
- Familiarity with Google products and social media platforms, e.g., Facebook, Twitter, LinkedIn, YouTube, Flickr, Instagram.
- Work effectively as a team member to contribute to the efficient functioning of the Senate.
- Sit and/or stand for extended periods of time.
- Work early, extended hours, and a seven-day work week when necessary during Session.
- Lift supplies weighing approximately 10-20 pounds.

## Physical Environment

- Typical office environment at a desk, sharing office space with other legislative staff.
- Medium to large conference rooms, working with large groups of people, the media and the public.
- Moderate exposure to noise (computers, printers, light traffic).
- Minimal exposure to adverse environmental issues and minimal exposure to heat, cold, inclement weather conditions, and possible, but unlikely, 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 and that you have read and understand it.

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.**