

**SENATE DOCUMENT MANAGEMENT CLERK
Non-Classified**

**NEVADA STATE SENATE
CARSON CITY, NEVADA**

SALARY RANGE:

Daily Rate: \$113.97 – \$176.80
Hourly Rate: \$14.2463 – \$22.1006

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: January 7, 2019.

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

APPLICATIONS WILL BE ACCEPTED THROUGH: August 31, 2018.

INTERVIEWS: Successful applicants will be contacted for interviews.

THE POSITION: Under the direction of the Document Management Supervisor, the Document Management Clerk assists in the operations of the Senate Copy Room working closely with Senate staff on a daily basis. 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/Senate%20Document%20Management%20Clerk%20Job%20Posting%202019.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
3. Résumé
4. Supplemental Questionnaire for Senate Staff
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 August 31, 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