

**SENATE FRONT DESK DOCUMENT CLERK
Non-Classified**

**NEVADA STATE SENATE
CARSON CITY, NEVADA**

SALARY RANGE:

Daily Rate: \$142.47 – \$221.02
Hourly Rate: \$17.8088 – \$27.6272

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: The Front Desk Document Clerk manages the Four Winds Interactive application, posts social media updates on official Senate business, verifies legislative actions on bills and resolutions as well as the log outline of legislative video files to ensure accuracy, transcribes Senators' Floor statements, manages the Senate's Unfinished Business File, oversees the coordination of guest information in cooperation with the Senate's Sergeant at Arms and participates in the proofing of the daily publication of the Senate's Journal and History documents. 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%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