

**SENATE PROOFREADER
Non-Classified**

**NEVADA STATE SENATE
CARSON CITY, NEVADA**

SALARY RANGE:

Daily Rate: \$122.13 – \$189.46
Hourly Rate: \$15.2663 – \$23.6830

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: Proofreaders conduct a thorough review of Senate Committee minute reports for coherent content, comprehension, legislative intent, as well as proper sentence structure, grammar and spelling. Minute reports are reviewed three times, each time by a different proofreader. 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%20Proofreader%20Job%20Posting%202019.pdf>

The following information is required:

1. Cover Letter
2. Nevada Senate Employment Application
3. https://www.leg.state.nv.us/App/CareerOpenings/Postings/LCB/Senate_Employment_Application_-_2019.pdf
4. Résumé
5. 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