

SENATE ASSISTANT SERGEANT AT ARMS

Non-Classified

NEVADA STATE SENATE

CARSON CITY, NV

SALARY RANGE:

Daily Rate: \$117.39 – 182.11

Hourly Rate: \$14.6738 - \$22.7638

During the Legislative Session, beginning February 1, 2021, and ending May 31, 2021, 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 4, 2021.

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

APPLICATIONS WILL BE ACCEPTED THROUGH: September 30, 2020.

INTERVIEWS: Successful applicants will be contacted for interviews.

THE POSITION: The Assistant Sergeant at Arms performs duties under the direction of the Sergeant at Arms. Sergeant at Arms staff is responsible for enforcing the Senate's rules and the directives of the Secretary of the Senate and the Committee on Legislative Operations and Elections to ensure the legislative process in the Senate Chamber operates without interruption. 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/Sergeant%20at%20Arms%20Assistant%202021.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_2020.pdf
3. Résumé
4. Supplemental Questionnaire for Senate Staff
https://www.leg.state.nv.us/App/CareerOpenings/Postings/LCB/Senate%20Supplemental%20Questionnaire_2021%2007-02-20.pdf

Applications will not be considered complete until all requested information has been submitted to the Senate Office by September 30, 2020.

SUBMIT ALL REQUIRED INFORMATION TO:

Claire J. Clift
Secretary of the Senate
claire.clift@sen.state.nv.us
For further information, call (775) 684-1400