

**SENATE RECORDING CLERK**

**Non-Classified**

**NEVADA STATE SENATE**

**CARSON CITY, NV**

**SALARY RANGE:**

Daily Rate: \$146.75 – 227.66

Hourly Rate: \$18.3438 - \$28.4572

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 Senate Recording Clerk produces a detailed Daily Agenda for Senate Floor Sessions based on information provided by the Secretary of the Senate to conduct necessary Chamber business during a legislative day and transcribes Senators' remarks during Senate Floor Sessions for Senate Journals. The Senate Recording Clerk records all official actions taken on measures during a Senate Floor Session, including precise times when Session commences, recesses, and adjourns for the Senate Daily Journal.

**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%20Recording%20Clerk%202021.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\\_2020.pdf](https://www.leg.state.nv.us/App/CareerOpenings/Postings/LCB/Senate_Employment_Application_2020.pdf)
4. Résumé
5. Supplemental Questionnaire for Senate Staff  
[https://www.leg.state.nv.us/App/CareerOpenings/Postings/LCB/Senate%20Supplemental%20Questionnaire\\_2021.pdf](https://www.leg.state.nv.us/App/CareerOpenings/Postings/LCB/Senate%20Supplemental%20Questionnaire_2021.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 ELECTRONICALLY BY EMAIL TO:**

Claire J. Clift

Secretary of the Senate

[claire.clift@sen.state.nv.us](mailto:claire.clift@sen.state.nv.us)

For further information, call (775) 684-1400