

**SENATE COMMITTEE SECRETARY
Unclassified-Open Competitive**

**NEVADA STATE SENATE
CARSON CITY, NEVADA**

SALARY RANGE:

Daily Rate: \$115.12 - \$204.36
Hourly Rate: \$14.3900 - \$25.5446

During the Legislative Session, beginning February 6, 2017, and ending June 5, 2017, 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 3, 2017.

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

APPLICATIONS WILL BE ACCEPTED THROUGH: September 1, 2016.

INTERVIEWS: Successful applicants will be contacted for interviews.

THE POSITION: A Committee Secretary, under the direction of the Committee Manager, facilitates the business conducted in Senate Standing Committee meetings and produces a comprehensive and accurate record thereof reflected in Committee meeting minute reports. Responsibilities include: maintain confidentiality; set up the meeting room; record and take detailed notes of meeting; transcribe and finalize meeting minute reports; interact with Legislators, Legislative Staff, State and federal personnel, lobbyists, media and the general public. 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/2017SenateCommittee%20Secretary%20Job%20Posting.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_\(Senate\)_2017_FINAL.pdf](https://www.leg.state.nv.us/App/CareerOpenings/Postings/LCB/Senate_Employment_Application_(Senate)_2017_FINAL.pdf)
3. Résumé
4. Supplemental Questionnaire for Senate Staff
https://www.leg.state.nv.us/App/CareerOpenings/Postings/LCB/Senate_Supplemental_Questionnaire_2017-FINAL.pdf

Applications will not be considered complete until all requested information has been submitted to the Senate Office by September 1, 2016.

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