

Assistant Sergeant at Arms Job Description

Reports to: Sergeant At Arms
Supervises: N/A

Compensation:	Employer Paid Retirement	Employee/Employer Paid
Hourly	\$11.5488 – \$17.9175	\$13.0346 – \$20.2210
Daily	\$92.39 – \$143.34	\$104.28 – \$161.77

General Information/Purpose

The Assistant Sergeant at Arms assists in enforcing the Senate’s rules and the directives of the Majority Leader, Secretary of the Senate, and the Committee on Legislative Operations and Elections to ensure the legislative process in the Chamber and in public hearings operates without interruption. The Assistant Sergeant at Arms also assists with the coordination, preparation and clean-up of meals in the Senate Lounge.

Senate employees are **nonpartisan** and do not attempt to influence members of the Legislature, other State employees, or members of the general public regarding policy matters or pending legislation and do not let personal opinions or positions affect work procedures or product. Given the nonpartisan nature of the position, all employees of the Senate are prohibited from engaging in certain political activities. Senate employees are expected to establish and maintain courteous and effective relationships when interacting with all Legislators, legislative staff, lobbyists, the media and the general public (regardless of political affiliation), demonstrating high professional, ethical and confidentiality standards consistent with Senate policies.

The Assistant Sergeant at Arms performs a variety of functions both independently and in a team environment. Depending on the workload of the team, the Assistant Sergeant at Arms may be required to work more than eight hours in a day or to work on a holiday or weekend with little or no advance notice. Senate Session employees are paid for seven days per week during the Legislative Session with no payment for overtime; prior to and after the Legislative Session, staff is paid on an hourly basis. The Assistant Sergeant at Arms is subject to a performance appraisal process prior to the end of the Legislative Session.

Essential Job Functions

- Assist in summoning Senators to their seats in the Chamber or in Committee meetings upon the call of the President of the Senate or Committee Chair.
- Permit only Senators, staff and invited guests on the Floor in the Chamber during Floor Session.
- Ensure all Committee rooms are ready for use and, upon request, assist Committee Secretaries with room preparation.
- Ensure the Committee process during public hearings operates without interruption.
- Work with other legislative staff to provide additional space in the event of overflow attendance during Committee meetings.
- Purchase food supplies for the Senate Kitchen, prepare meals and cleanup thereafter.
- Respond to inquiries at the Sergeant at Arms office, providing information and directions as requested.
- Assist staff in compiling and distributing legislative documents for Floor Sessions.
- Provide all legislative measures requested by the Front Desk in the appropriate time frames.
- Maintain Chamber filing system with the Front Desk staff.
- Respond to Senator’s requests during Floor Sessions.
- Distribute mail, messages and deliveries to Senate offices in accordance with safety procedures.
- Post and remove Committee meeting agendas outside the Chamber.
- Protect the privacy and maintain the comfort of the Senate lounge.

- Organize and supply Senators' Chamber desks.
- Hand deliver per diem and weekly pay checks to Senators.
- Update the Senate Nevada Revised Statutes books.
- Maintain and organize adequate office supplies.

Other Job Functions

- Operate office machinery including personal computer using Microsoft Office 2010 and Windows 7, fax machine, photocopier, scanner, telephone, etc.
- Respond to incoming telephone calls and visitors in a professional and courteous manner, assessing the importance and taking and relaying messages accurately and promptly.
- Access the internet to perform research relevant to the legislative process including NELIS and Committee meetings.
- Open mail and email and appropriately direct/redirect or respond as directed and/or requested.
- Set up and maintain an electronic and/or paper filing system of confidential and work related documents; file accurately, both numerically and alphabetically.
- Work cooperatively with other office, Committee and legislative staff; maintain courteous and effective relationships.
- Attend appropriate Senate staff training and meetings prior to and during the Legislative Session.

Notwithstanding the stated Essential and Other Job Functions, the duties and responsibilities of this position may be assigned or reassigned at any time at the discretion of the Secretary of the Senate or Director of Senate Staffing.

Job Qualifications/Mental and Physical Abilities

- Working knowledge of Senate rules, conduct, policies, procedures and the legislative process and procedures.
- Exhibit high level of professionalism in conduct, work ethics and appearance.
- Handle communications with the public in a manner that is politically knowledgeable and sensitive.
- Maintain strict confidentiality and exercise discretion.
- Possess strong written and verbal communication skills; clearly communicate information in spoken English, listen well and ask relevant questions; demonstrate customer service mentality.
- Be attentive and detail-oriented; be organized, flexible and adaptable; be self-motivated and work independently
- Acquire and develop working knowledge of the Legislative Building with its Committee rooms and Legislators' offices.
- Use the computer to track documents, perform research, and communicate with other staff members, legislators, lobbyists, the media and general public.
- Prioritize multiple tasks, work efficiently within time constraints and deadlines, and handle stressful situations maintaining a calm professional demeanor at all times.
- Work effectively as a team member to contribute to the efficient functioning of the Senate.
- Follow instructions from his/her supervisor and other Senate administrative staff.
- Work early, extended hours, and a seven-day work week when necessary during Session.
- Sit and/or stand for extended periods of time.
- Lift supplies weighing approximately 10-20 pounds.

Physical Environment

- Typical office environment at a desk, sharing office space with other legislative staff.
- Medium to large conference rooms, working with large groups of people, the media and the public.
- Moderate exposure to noise (computers, printers, light traffic.).
- Minimal exposure to adverse environmental issues and minimal exposure to heat, cold, inclement weather conditions, and occasional environmental hazards.

Note: This job description is not intended to be a complete list of all duties, responsibilities, qualifications, and required/prohibited conduct associated with the job. The information is also not intended to create either an implied or express contract between the Senate and the employee. Employees of the Senate are at-will employees and, as such, may leave employment at any time and employment may be terminated at any time with or without cause or notice. This at-will status may not be altered or modified, except in writing and signed by the Secretary of the Senate.

The Nevada State Senate is an equal opportunity employer. Qualified persons are considered for employment without regard to race, color, religion, sex, national origin, disability, age, pregnancy, sexual orientation, genetic information, or gender identity and/or expression.

Your signature below indicates you have been given a copy of this job description, you have read and understand it and can perform the Essential Functions of the job with or without reasonable accommodation.

Signature _____ Date: _____

Printed Name: _____

To apply, please submit the following:

1. An LCB/Senate Application, which can be found at:
<http://www.leg.state.nv.us/App/CareerOpenings/A/Default.aspx>
2. The Supplemental Questionnaire for Senate Session Staff – 2015 Legislative Session which can be found at:
<http://leg.state.nv.us/App/CareerOpenings/Postings/LCB/2015SupplementalQuestionnaire.pdf>
3. A current résumé.
4. A cover letter.

If you are applying for more than one Senate position: please list all Senate positions applying for in the “Title of Job” area of the Legislative Counsel Bureau/Nevada Senate Employment Application and mark the appropriate Senate positions on the Supplemental Questionnaire for Senate Session Staff.

For Senate positions, please disregard the instructions on the application that require you to submit an application for each position; one application is sufficient for Senate purposes.

Applications must be received/posted by 5 PM Friday, September 19, 2014.