

Session Executive Assistant to the Secretary of the Senate Job Description

Reports to: Secretary of the Senate
Supervises: N/A

Compensation:	Employer Paid Retirement	Employee/Employer Paid
Hourly Rate	\$14.4363 – \$22.395	\$16.2949 -- \$25.2787
Daily Rate	\$115.49 -- \$179.16	\$130.36 – \$202.23

General Information/Purpose

The Session Executive Assistant to the Secretary of the Senate coordinates closely with the Secretary of the Senate to provide the highest level of administrative and secretarial support in a fast-paced work environment, serving as an important member of the Senate Front Office, working collaboratively with colleagues on the staff of the Nevada Assembly and Legislative Counsel Bureau (LCB) and establishing productive partnerships.

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 Session Executive Assistant to the Secretary of the Senate performs a variety of functions both independently and in a team environment. Depending on the workload of the team, the Session Executive Assistant to the Secretary of the Senate 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 Session Executive Assistant to the Secretary of the Senate is subject to a performance appraisal process prior to the end of the Legislative Session.

Essential Job Functions

- Provide administrative and secretarial support to Secretary of the Senate in the Senate Front Office.
- Serve as the first line of communication for callers and visitors to the Nevada Senate.
- Respond to incoming telephone calls and visitors in a professional and courteous manner, place calls as needed; evaluate requests and inquiries, determining matters of priority. Handle communications with the public in a manner that is politically knowledgeable and sensitive. Provide relevant and timely information to Legislators, legislative staff and the public.
- Work collaboratively and establish productive partnerships with colleagues on the staff of the Nevada Assembly and Legislative Counsel Bureau.
- Coordinate Senators' stationery, business cards, Senate seniority list/ publication orders along with name plates for Session staff; work with Director of Senate staffing on Senators' office renovations and furnishings;
- Work with Senators and ITS staff to update Senators' bios and legislative website information.
- Track all Senate Joint Resolutions, Concurrent Resolutions and Resolutions, distribute as directed by Secretary of the Senate, and maintain record thereof.
- Coordinate activities and prepare materials for the Nevada Youth Legislature, SENarts, uLegislate, Channel 21 and other Senate educational and cultural initiatives.
- Participate in weekly senior staff meetings and engage in short- to medium- term planning for Senate activities and events.

- Plan and coordinate Senate social functions (i.e. St. Patrick's Day Luncheon, Cinco De Mayo Luncheon, Ice Cream Social, etc.).
- Schedule and coordinate meetings.
- Compose correspondence and meeting minutes
- Use social media in accordance with Senate guidelines to communicate nonpartisan Senate information and activities to the public.
- Respond to inquiries and surveys from external entities.
- Prepare purchase orders and make travel plans as needed.
- Establish and maintain courteous, effective relationships with Legislators, other legislative staff, governmental agencies, lobbyists, and the general public.
- Establish "best practices" and work collaboratively on shared projects.
- Access the internet and NELIS to perform research relevant to the legislative process.
- Use knowledge of Senate rules, conduct, policies, procedures and the legislative process to respond to inquiries.
- Use the computer to track documents, perform research, and communicate with other staff members, Legislators, lobbyists, the media and general public.

Other Job Functions

- Operate office machinery including personal computer using Microsoft Office 2010, Windows 7, fax machine, photocopier, scanner, telephone, etc.
- Maintain and organize adequate office supplies.
- Open mail and email and direct/redirect or respond as appropriate.
- Set up and maintain filing systems.
- 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.

Job Qualifications/Mental and Physical Abilities

- Experience staffing executives and as a member of a leadership team
- Experience overseeing programs, projects and administrative functions.
- Demonstrated ability to be successful in a self-starting environment that values initiative and independence.
- Ability to successfully plan and implement projects working as a self-starter and seeing projects through to completion.
- Maintain strict confidentiality and exercise discretion in all legislative matters and interactions.
- Possess degree of knowledge and proficiency sufficient to perform advanced-level work.
- Exhibit strong computer skills; maintain "cutting edge" technological skills; comfortable with and enthusiastic about technology and modern communication strategies.
- Familiarity with Google products and social media platforms, e.g., Facebook, Twitter, LinkedIn, YouTube, Flickr, Instagram.
- Exhibit high level of professionalism in conduct, work ethics and appearance.
- Analyze and comprehend complex documents and demonstrate a mastery of the English language including grammar, punctuation, syntax, etc.
- Possess strong written and verbal communication skills; clearly communicate information in spoken English, listen well and ask relevant questions.
- Demonstrate customer service mentality.
- Think creatively; participate in developing solutions to management and administrative problems and concerns.
- Be attentive and detail-oriented; be organized, flexible and adaptable.

- 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.
- Sit and/or stand for extended periods of time.
- Work early, extended hours, and a seven-day work week when necessary during Session.
- Lift supplies weighing approximately 10-20 pounds.

Physical Environment

- Typical front office environment at a desk in a reception area.
- Moderate exposure to noise (computers, printers, moderate to heavy 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 and that you have read and understand it.

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.