

SENATE ASSISTANT SERGEANT AT ARMS
Non-Classified
NEVADA STATE SENATE
CARSON CITY, Nevada

SALARY RANGE:

Hourly Rate: \$18.4250 - \$28.5832

Daily Rate: \$147.40 - \$228.67

During the legislative session, beginning February 3, 2025, and ending June 2, 2025, Senate session staff are paid a daily rate, seven days per week. Prior to session convening and after session has ended, staff are paid an hourly rate for actual hours worked.

The daily rate range reflects retirement contributions by employee and employer.

EMPLOYMENT BEGINS: January 7, 2025.

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

APPLICATIONS WILL BE ACCEPTED THROUGH: Until recruitment needs are satisfied.

INTERVIEWS: Successful applicants will be contacted for interviews.

THE POSITION: Sergeant at arms staff are responsible for enforcing the Senate's rules and the directives of the Secretary of the Senate to ensure the legislative process in the Senate Chamber operates without interruption. Sergeant at arms staff work closely with the Secretary of the Senate, Senate front desk staff and other Senate staff to ensure operational procedures and standards are followed and maintained. Maintaining a strict level of confidentiality is essential when interacting with all legislators, legislative staff, other departmental staff, lobbyists, the media, the general public and others.

Sergeant at arms staff summon Senators to their seats in the Senate Chamber or in committee meetings, respond to Senator requests during these gatherings, maintain the security of the Senate Chambers, protect the privacy and comfort of the Senate lounge and organize and supply Senators' desks in the chamber. In addition, sergeant at arms staff assist committee staff with the preparation of committee rooms and serve as couriers between departments and offices.

TO QUALIFY: Applicant must have a high school diploma or equivalent education and experience that meets the qualifications necessary to perform the job. For the detailed job description, qualifications and application materials see: <https://www.leg.state.nv.us/lcb/Admin/EmploymentOpportunities/nevada-state-senate>

The following information is required:

1. Cover Letter
2. Nevada Senate Employment Application
3. Résumé
4. Supplemental Questionnaire for Senate Staff

Applications will not be considered complete until all requested information has been submitted to the Senate.

SUBMIT ALL REQUIRED INFORMATION BY MAIL OR ELECTRONICALLY BY EMAIL TO:

Brendan Bucy

Secretary of the Senate

Brendan.bucy@sen.state.nv.us

401 South Carson Street

Carson City, NV 89701

For further information, call (775) 684-1400