

SENATE COMMITTEE SECRETARY
Non-Classified
NEVADA STATE SENATE
CARSON CITY, NV

SALARY RANGE:

Hourly Rate: \$21.4963 - \$33.3477

Daily Rate: \$171.97 - \$266.78

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: The committee secretary, under the direction of the committee manager, administers and preserves the legislative record of Senate standing committee meetings and produces complete and accurately transcribed minute reports. Responsibilities include interacting with the committee manager, chair of the committee, proofreaders, other departmental staff, legislators, state agencies, legislative staff, lobbyists, the general public and others. In addition, the committee secretary posts committee agendas, prepares the committee room before meetings, calls the roll of committee members for attendance and voting, and reports final committee actions on bills and resolutions.

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