

SENATE FRONT DESK DOCUMENT CLERK
Non-Classified
NEVADA STATE SENATE
CARSON CITY, Nevada

SALARY RANGE:

Hourly Rate: \$23.0325 - \$35.7310
Daily Rate: \$184.26 - \$285.85

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 Senate Document Clerk verifies legislative actions on bills and resolutions and on the log outline of legislative video files to ensure accuracy, manages the Senate's unfinished business file, oversees the coordination of guest information in cooperation with the Senate's sergeant at arms and works collaboratively with the front desk team each legislative day to review, verify and edit Senate actions for the Senate daily journal and history. The Senate document clerk also maintains the upcoming events calendar and posts nonpartisan social media updates on official Senate business.

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.

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