

**SENATE FRONT DESK RECORDING 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 recording clerk produces a detailed daily agenda for Senate floor sessions and transcribes the Senators' remarks during floor sessions for the Senate journal. The Senate recording clerk creates the Senate log, which records all official actions taken on measures during each floor session. This log is used to verify the actions taken by the Senate during that legislative day. The Senate recording clerk preserves the legislative records of Senate floor sessions and works collaboratively with other Senate front desk staff to ensure the business of the Senate runs efficiently. In addition, the Senate recording clerk serves as the coordinator for invocations provided by prayer givers during floor sessions.

**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](mailto:Brendan.bucy@sen.state.nv.us)

401 South Carson Street

Carson City, NV 89701

For further information, call (775) 684-1400