

SENATE LEGISLATIVE ASSISTANT
Non-Classified
NEVADA STATE SENATE
CARSON CITY, Nevada

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 legislative assistant oversees the operation and administration of a Senator's office. Responsibilities include interacting with legislators, state agencies, the general public, lobbyists, and others who visit the office, and providing administrative support to the Senator. Legislative assistants interact with legislators and the public as the Senator's receptionist, handle communications and follow the directives of the Senator in a manner that is courteous, professional, politically knowledgeable and sensitive. In addition, the legislative assistant plans the Senator's schedule according to session demands and responds to requests for information.

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