

**NEVADA ASSEMBLY**  
**Full-Time Temporary Positions for the**  
**2023 Legislative Session**

**COMMITTEE SECRETARY**

The Nevada Assembly is seeking full-time, temporary staff to work five to seven months for the 2023 Legislative Session in Carson City. The 2023 Session begins February 6, 2023, and ends June 5, 2023. Training for session staff commences on January 3, 2023. This position is nonpartisan.

**DESCRIPTION**

The committee secretary's primary responsibilities are to record and take detailed notes of committee meetings; maintain exhibits; enter appropriate data for minute status reports; report committee actions to the committee manager; and draft and finalize minutes.

**EDUCATION AND EXPERIENCE**

- Graduation from high school or equivalent education.
- Three years of relevant work experience as a secretary or administrative assistant or an equivalent combination of education and experience is preferred.
- Experience with Microsoft Word and Outlook.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Applicants must demonstrate thorough knowledge of the English language, grammar, and punctuation and possess excellent interpersonal and communication skills. Candidates must also have experience with computer applications and have the ability to:

- Maintain strict confidentiality and discretion.
- Present a professional appearance and demeanor in the workplace at all times.
- Work within the standards and guidelines established by the Nevada Assembly.
- Complete assigned tasks in a timely manner with minimal supervision.
- Prioritize multiple tasks and work within tight deadlines.
- Communicate and interact with legislators, constituents, lobbyists, staff, the media, and the general public in a courteous and professional manner.
- Accept and follow direction.
- Use transcription equipment.
- Work long days and weekends whenever necessary.
- Assist other Assembly staff when needed.

**WORKING CONDITIONS**

Persons performing the duties of this position are expected to:

- Work early, extended hours, and a seven-day workweek when necessary during session.
- Work in shared office space.
- Sit or stand for extended periods.
- Work on a computer and with a headset and foot pedal for extended periods of time.
- Work in a committee room in the presence of large audiences.
- Work efficiently under stressful conditions.

**SALARY RANGE**

Hourly rate: \$15.8813 – \$27.6447; daily rate: \$127.05 – \$221.16. During the legislative session, which begins February 6, 2023, and ends June 5, 2023, session staff are paid a daily rate seven days per week. Prior to session convening and after session has ended, staff are paid at an hourly rate for actual hours worked.

**TO APPLY**

Please submit an Assembly Employment Application and the multipage Supplemental Employment Questionnaire ([Assembly Employment](#)) to the Chief Clerk of the Assembly at the email address shown below.

Applicants who have not previously worked for the Nevada Assembly must complete a skills assessment.

**CLOSE DATE**

Until recruitment needs filled.

**DIRECT INQUIRIES TO:**

Susan Furlong  
Chief Clerk, Nevada Assembly  
Legislative Building, Room 1109  
401 South Carson Street  
Carson City, Nevada 89701-4747  
Phone: (775) 684-8555  
Email: [AssemblyJobs@asm.state.nv.us](mailto:AssemblyJobs@asm.state.nv.us)

The Nevada State Assembly is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.