

SENATE COMMITTEE SECRETARY

Non-Classified

NEVADA STATE SENATE

CARSON CITY, NV

SALARY RANGE:

Hourly Rate: \$15.881 - \$27.645

Daily Rate: \$127.05 - \$221.16

During the Legislative Session, beginning February 6, 2023, and ending June 5, 2023, Senate Session staff is paid a daily rate, seven days per week. Prior to Session convening and after Session has ended, staff is paid an hourly rate for actual hours worked.

The Daily-Rate Range reflects retirement contributions by Employee and Employer.

EMPLOYMENT BEGINS: January 3, 2023.

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 accurate documentation thereof reflected in detailed transcribed minute reports. Responsibilities include: interacting with the Committee Manager, Chair of the Committee, Proofreaders, other departmental staff, Legislators, State Agencies/Administrators, Legislative staff, lobbyists, the general public and others.

TO QUALIFY: Applicant must have a high school diploma or the equivalent and experience which meets the job qualifications necessary to perform the job. For the detailed job description and qualifications see:

<https://www.leg.state.nv.us/lcb/Admin/EmploymentOpportunities/nevada-state-senate-session-positions>

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