

SENATE PROOFREADER
Non-Classified

NEVADA STATE SENATE
CARSON CITY, NV

SALARY RANGE:

Hourly Rate: \$15.8810 - \$24.6366

Daily Rate: \$127.05 – \$197.09

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: Proofreaders conduct a thorough review of Senate Committee minute reports for coherent content, comprehension, legislative intent, as well as proper sentence structure, grammar and spelling. Minute reports are reviewed three times, each time by a different proofreader.

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