



## NEVADA SENATE SECRETARY OF THE SENATE

The Nevada Senate is seeking qualified applicants for the position of Secretary of the Senate. The Nevada Legislature meets every other year (biennially) for a 120-day session to adopt a two-year budget and to enact new laws or revise existing laws. Following each session, there is a 20-month period between sessions referred to as the “interim.” Though fairly rare, one or more special sessions may be held during the Interim.

**Position Description:** The Secretary of the Senate serves as the chief legislative officer and parliamentarian of the Nevada Senate. The Secretary of the Senate supervises an extensive array of legislative and administrative functions to facilitate the daily operations of the Senate. The Secretary of the Senate’s Office coordinates the orderly conduct of business before the Senate and creates the official records of the Senate, including documenting all Senate actions on bills and resolutions, scheduling calendars, maintaining committee reports, and updating and publishing the Senate journal. As parliamentarian, the Secretary of the Senate provides advice and assistance to Senators and staff about the meaning and application of legislative rules, precedents and procedures.

**Location:** The Office of the Secretary of the Senate is located in the Legislative Building, which shares grounds with the State Capitol and the Supreme Court, providing a beautiful and pleasant work environment. Carson City and the surrounding areas offer an array of housing options. In addition, Carson City is surrounded by the beautiful Sierra Nevada mountain range and offers world class skiing and golfing as well as hiking, biking, and various other outdoor activities and cultural events, not to mention an estimated average of over 320 days of sunshine each year!

**Salary and Benefits:** The annual salary for this position is \$131,209, based upon the employee/employer paid retirement option. The Secretary of the Senate is entitled to the same benefits as employees of the LCB and other state employees generally, which include accrual of paid annual leave, paid sick leave, health insurance and retirement benefits. An explanation of the retirement options and information regarding state retirement benefits may be accessed at <http://nvpers.org/>. A description of the current health and dental benefits is available at: <https://pebp.state.nv.us/plans/plan-documents/>. Other optional benefits are also available, including a deferred compensation program.

**Qualifications:** A degree from an accredited college or university or equivalent experience is required. The successful applicant must demonstrate excellent and effective leadership and communication skills. Applicants must also have a firm understanding of human resource management. An understanding of the legislative process is highly desirable. Applicants must also have an excellent command of the English language and have experience preparing documents. The applicant must be able to read out loud with confidence and be comfortable with

public speaking. Applicants must be able to work under pressure with demanding deadlines and be willing to work long hours when needed.

**Working Environment:** The position is performed in a typical office environment as well as the Chambers of the Nevada Senate. Significant overtime may be required during legislative sessions and other times as necessary to meet the demands of the Nevada Senate.

**Application Process:** All applicants must submit an application, a cover letter and résumé. The application is located at:

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

This recruitment is open until the position is filled, but applicants are encouraged to submit materials as soon as possible as screening, interviewing and selection will begin immediately. Applications may be emailed to [LCBHR@lcb.state.nv.us](mailto:LCBHR@lcb.state.nv.us), or may instead be mailed to:

Legislative Counsel Bureau  
Attn: Heidi Remick, Chief Human Resources Counsel  
401 S. Carson Street  
Carson City, NV 89701-4747  
(775) 684-6834

**NOTE: The Nevada Legislature is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion or belief, national origin or ancestry, sex, sexual orientation, gender identity or expression, age, political affiliation or disability. The Nevada Legislature will not tolerate discrimination or harassment based on any of these characteristics.**

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