

## Committee Secretary I and II

### Job Description

<b>Reports to:</b>	Committee Manager or Committee Manager/Legislative Assistant	
<b>Supervises:</b>	N/A	
<b>Compensation:</b>	<b>Employer Paid Retirement</b>	<b>Employee/Employer Paid</b>
<b>Committee Secretary I</b>		
<b>Hourly Rate</b>	\$12.3738 – \$19.1975	\$13.9679 – \$21.6689
<b>Daily Rate</b>	\$98.99 – \$153.58	\$111.74 – \$173.35
<b>Committee Secretary II</b>		
<b>Hourly Rate</b>	\$13.4725 – \$20.90	\$15.2077 – \$23.5921
<b>Daily Rate</b>	\$107.78 – \$167.20	\$121.66 – \$188.74

#### General Information/Purpose

The Committee Secretary, under the direction of the Committee Manager, facilitates the business conducted in Senate Standing or Select Committee and Subcommittee meetings and produces a comprehensive and accurate record thereof reflected in the Committee meeting minutes.

Senate employees are **nonpartisan** and do not attempt to influence members of the Legislature, other State employees, or members of the general public regarding policy matters or pending legislation and do not let personal opinions or positions affect work procedures or product. Given the nonpartisan nature of the position, all employees of the Senate are prohibited from engaging in certain political activities. Senate employees are expected to establish and maintain courteous and effective relationships when interacting with all Legislators, Legislative staff, lobbyists, the media and the general public (regardless of political affiliation), demonstrating high professional, ethical and confidentiality standards consistent with Senate policies.

The Committee Secretary performs a variety of functions both independently and in a team environment. Depending on the workload of the team, the Committee Secretary may be required to work more than eight hours in a day or to work on a holiday or weekend with little or no advance notice. Senate Session employees are paid for seven days per week during the Legislative Session with no payment for overtime; prior to and after the Legislative Session, staff is paid on an hourly basis. The Committee Secretary is subject to a performance appraisal process prior to the end of the Legislative Session.

#### Essential Job Functions

- Write a grammatically correct and accurate minute report of the Committee meeting reflecting all official actions of the Committee and recording the names of all persons testifying.
- Use computer to create detailed log notes of the Committee meeting while it is in progress to create an index for the recording.
- Compose Committee meeting minutes from log notes and recording of meeting performing research as necessary.
- After the Committee meeting, complete bill action reports and report final Committee actions to Committee Manager and Data Information Specialist.
- Set up the Committee room prior to Committee meetings including name plates, gavel, office supplies, water, coffee, attendance roster, etc.
- Organize Committee materials for the Committee members and meeting attendees including the agenda, bills, exhibits, budgets, audio-visual equipment, etc.
- Greet Committee meeting attendees, collect business cards, testimony, and exhibits.
- Collect information on attendance roster, provide a copy to the Chair for use during the meeting and maintain for permanent record.

- Call roll of Committee members for attendance or when a vote is taken.
- Initiate and monitor audio recording of Committee meetings.
- Access the internet to perform research relevant to production of Committee minute reports and to the legislative process including NELIS and Committee meetings.
- Organize and label exhibits from Committee meeting.
- Prepare meeting minute report for review by the Proofreaders.
- Finalize meeting minute report with signature from Committee Chair and exhibits for the Committee Minutes Coordinator.
- Post agendas on bulletin boards for upcoming Committee meetings.
- After the Committee meeting, collect all meeting materials left behind in the meeting room and restore the room to its original state.
- Prepare and submit weekly Committee Secretary Minutes Log.
- Attend off-site Committee meetings and coordinate joint Committee meetings with the Assembly as needed.
- Attend Legislative Floor Sessions and take Floor meeting minutes as assigned.
- Provide administrative support to the Committee Manager and/or Senators as needed.

#### **Other Job Functions**

- Operate office machinery including personal computer using Microsoft Office 2010 and Windows 7, fax machine, photocopier, scanner, telephone, digital recording equipment, transcription equipment, etc.
- Respond to incoming telephone calls and visitors in a professional and courteous manner, taking and relaying messages as necessary.
- Handle communications with the public in a manner that is politically knowledgeable and sensitive.
- File accurately, both numerically and alphabetically.
- Work cooperatively with other office, Committee, and legislative staff.
- Open mail and email and direct/redirect or respond as directed.
- Attend Senate staff training and meetings prior to and during the Legislative Session.

**Notwithstanding the stated Essential and Other Job Functions, the duties and responsibilities of this position may be assigned or reassigned at any time at the discretion of the Secretary of the Senate or Director of Senate Staffing.**

#### **Job Qualifications/Mental and Physical Abilities**

- Write, analyze, and comprehend complex documents and demonstrate a mastery of the English language including grammar, punctuation, syntax, etc.
- Possess strong editing, writing and communication skills; clearly communicate information in spoken English, listen well and ask relevant questions.
- Operate standard office equipment and digital transcription equipment with headphones and foot pedal.
- Use the computer to make corrections to minute reports, track bills and other documents, perform research, and communicate with other staff members, legislators, lobbyists, the media and general public.
- Exhibit high level of professionalism in conduct, work ethics and appearance.
- Prioritize multiple tasks, work efficiently within time constraints and deadlines, and handle stressful situations maintaining a calm professional demeanor at all times.
- Acquire and develop working knowledge of Senate rules, conduct, policies, procedures and basic understanding of the legislative process and procedures.
- Acquire and develop working knowledge of the Legislative Building with its Committee rooms, Legislators' offices, etc. and reference materials available related to the Legislature.
- Maintain strict confidentiality and exercise discretion.
- Demonstrate customer service mentality.

- Follow instructions from his/her supervisor and other Senate administrative staff.
- Work effectively as a team member to contribute to the efficient functioning of the Committee.
- Work early, extended hours, and a seven-day work week when necessary during Session.
- Sit and/or stand for extended periods of time.
- Lift supplies weighing approximately 10-20 pounds.

#### **Physical Environment**

- Typical office environment at a desk, sharing office space with other Legislative staff.
- Large conference room, working with large groups of people in front of the public, press and video cameras.
- Moderate exposure to noise (computers, printers, light traffic).
- Minimal exposure to adverse environmental issues and minimal exposure to heat, cold, inclement weather conditions, and occasional environmental hazards.

**Note:** This job description is not intended to be a complete list of all duties, responsibilities, qualifications, and required/prohibited conduct associated with the job. The information is also not intended to create either an implied or express contract between the Senate and the employee. Employees of the Senate are at-will employees and, as such, may leave employment at any time and employment may be terminated at any time with or without cause or notice. This at-will status may not be altered or modified, except in writing and signed by the Secretary of the Senate.

The Nevada State Senate is an equal opportunity employer. Qualified persons are considered for employment without regard to race, color, religion, sex, national origin, disability, age, pregnancy, sexual orientation, genetic information, or gender identity and/or expression.

**Your signature below indicates you have been given a copy of this job description, you have read and understand it and can perform the Essential Functions of the job with or without reasonable accommodation.**

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

#### **To apply, please submit the following:**

1. **An LCB/Senate Application, which can be found at:**  
<http://www.leg.state.nv.us/App/CareerOpenings/A/Default.aspx>
2. **The Supplemental Questionnaire for Senate Session Staff – 2015 Legislative Session which can be found at:**  
<http://leg.state.nv.us/App/CareerOpenings/Postings/LCB/2015SupplementalQuestionnaire.pdf>
3. **A current résumé.**
4. **A cover letter.**

**If you are applying for more than one Senate position: please list all Senate positions applying for in the “Title of Job” area of the Legislative Counsel Bureau/Nevada Senate Employment Application and mark the appropriate Senate positions on the Supplemental Questionnaire for Senate Session Staff.**

**For Senate positions, please disregard the instructions on the application that require you to submit an application for each position; one application is sufficient for Senate purposes.**

**Applications must be received/posted by 5 PM Friday, September 19, 2014.**