

NEVADA ASSEMBLY
Full-Time Temporary Positions for the
2017 Legislative Session

COMMITTEE SECRETARY

The Nevada Assembly is seeking full-time, temporary staff to work five to seven months for the 2017 Legislative Session in Carson City. The 2017 Session begins February 6, 2017, and ends June 5, 2017. Training for this position commences on January 3, 2017. All positions with the Assembly are nonpartisan.

DESCRIPTION

The committee secretary's primary responsibilities are to record and take detailed notes of committee meetings; maintain exhibits; enter appropriate data for bill and 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:

- Conduct oneself in a manner that sustains the integrity of the legislative institution and supports the tenets of representative democracy.
- Maintain strict confidentiality and discretion.
- Present a calm, 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.
- Work calmly and efficiently under stressful conditions.
- Communicate and interact with legislators, constituents, lobbyists, staff, governmental agencies, the media, and the general public in a courteous, respectful, and professional manner.
- Accept and follow direction.
- Follow projects through to completion.
- 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.
- Work in a committee room in the presence of large audiences.

SALARY RANGE

Hourly rate: \$14.39 – \$25.54; daily rate: \$115.12 – \$204.36. During the legislative session, which begins February 6, 2017, and ends June 1, 2017, 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 Supplemental Employment Questionnaire ([Assembly Career Opportunities](#)) to the Chief Clerk of the Assembly electronically, by mail, or in person.

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

CLOSE DATE

September 30, 2016

SUBMIT APPLICATION AND 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: susan.furlong@asm.state.nv.us

The Nevada Assembly is an Equal Opportunity.