

NEVADA ASSEMBLY
Full-Time Temporary Positions for the
2023 Legislative Session

PROOFREADER

The Nevada Assembly is seeking full-time, temporary staff to work six to eight months for the 2023 Legislative Session in Carson City. The 2023 Session begins February 6, 2023, and ends June 5, 2023. Training for session staff commences on January 3, 2023. This position is nonpartisan.

DESCRIPTION

Proofreaders review committee minutes for fluency, understanding, correct sentence structure, grammar, spelling, and adherence to Assembly styles and formats.

EDUCATION AND EXPERIENCE

- Graduation from high school or equivalent education.
- Three years of relevant work experience or an equivalent combination of education and experience is preferred.
- Experience with Microsoft Office 365.

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 public in a courteous, respectful, and professional manner.
- Accept and follow direction.
- Work long days and weekends whenever necessary.
- Assist other Assembly staff when needed.

WORKING CONDITIONS

Persons performing the duties for this position are expected to:

- Read for extended periods.
- Work early, extended hours, and a seven-day workweek as needed during session.
- Work in shared office space.
- Sit or stand for extended periods.

SALARY RANGE

Hourly rate: \$15.8813 – \$26.8244; daily rate: \$127.05 – \$214.60. During the legislative session, which begins February 6, 2023, and ends June 5, 2023, 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 the multipage Supplemental Employment Questionnaire ([Assembly Employment](#)) to the Chief Clerk of the Assembly at the email address shown below.

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

CLOSE DATE

Until recruitment needs filled.

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: AssemblyJobs@asm.state.nv.us

The Nevada State Assembly is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.