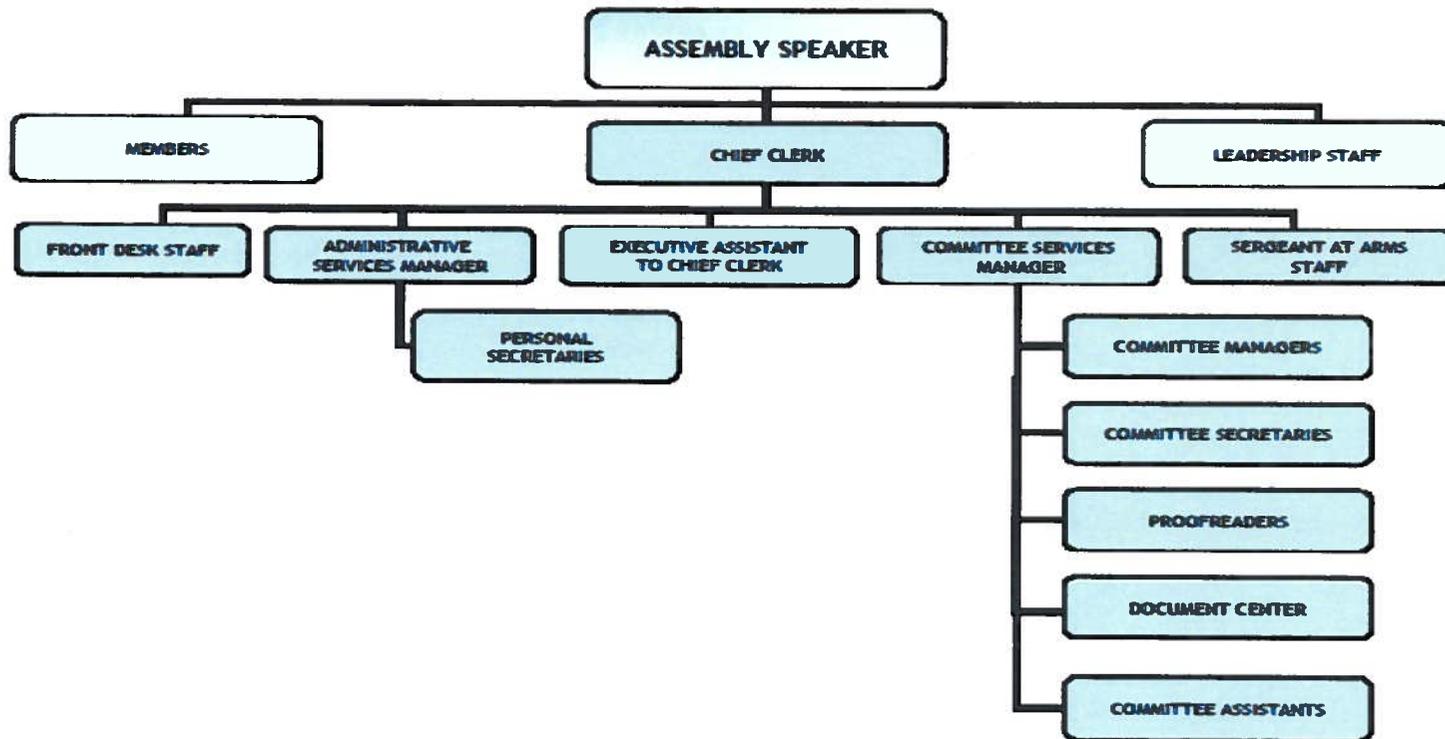


NEVADA STATE ASSEMBLY



ORGANIZATION

NEVADA ASSEMBLY



✦ ROLE OF CHIEF CLERK ✦

Assembly Parliamentarian

- Relationship with members similar to that of an attorney and client
- Advice can be disregarded by the presiding officer or the body
- Responsible for anticipating difficult parliamentary situations and advising presiding officer of questions that may arise and rules, precedents, or practices concerning those questions

Processing Legislation

- Assigns bill and resolution numbers when BDRs are submitted to the Front Desk for processing
- Responds to questions about procedures and process
- Works with leadership to determine appropriate committee of reference
- Oversees production of daily file, floor agenda, daily journal, and history
- Coordinates movement of bills with the Senate

Official Record

- Oversees production of committee minutes and official journal of floor proceedings
 - ✓ Courts look to journals and minutes to determine legislative intent
- Signs all bills and joint resolutions passed by both houses
 - ✓ Certifies the enrolled bill is in the exact form in which it was passed by the two houses

Joint Sessions

Coordinates:

- State of the State with Governor's staff
- Messages from Congressional Delegation
- State of the Judiciary

Chief Administrative Officer

- Recruits, trains, and assigns session staff
- Prepares policy, procedure, and training materials for Assembly members and session staff
- Ensures facilities, furniture, and equipment resources are in place for session
- Develops budget recommendations for the Assembly's interim operations

- Recommends technology changes for the Assembly and oversees implementation
 - ✓ Electronic bill book program

- Recommends improvements to in-house Session Manager program for bill processing and oversees testing and implementation of updated software

Community Outreach

Works with youth and community groups

- ✓ Girls' State
- ✓ Boys' State
- ✓ Nevada Youth Legislature
- ✓ Washoe County School District's Gifted and Talented Program

✦ EXECUTIVE ASSISTANT ✦

- Permanent position
- Manages Chief Clerk's office
- Maintains the Legislature's events calendar
- Orders stationery for Assembly members
- Schedules legislative portraits for Assembly members
- Serves as central repository for information on local rental properties
- Assists with proofing of Assembly Journal

✦ ADMINISTRATIVE SERVICES ✦

- Session position
- Prepares testing and training materials for personal attachés
- Sits on hiring panel
- Trainer for session staff
- Supervises all personal attachés
- Primary point of contact between Assembly session staff and Legislative Counsel Bureau administrative support departments

Staff Appreciation Day







★ COMMITTEE SERVICES ★

- Session position
- Responsible for committee functions
 - ✓ Committee managers
 - ✓ Committee secretaries
 - ✓ Committee assistants
 - ✓ Proofreaders
- Prepares testing and training materials for personal attachés
- Trains session committee staff
- Proctors applicant testing and sits on hiring panel

★ SERGEANT AT ARMS ★

- Session position
- Provides security inside the Chamber and ensures there is no interference with the body's business
- Processes gifts to members
- Delivers pay checks to legislators and delivers completed travel and per diem claims to Account unit
- Controls access to caucus room and Assembly Chamber

- Prepares hot lunch each day for Assembly lunch program
- Greets visitors to the Chamber and escorts them to their seats
- Handles seating arrangements for joint sessions and State of the State address