NEVADA STATE ASSEMBLY
ORGANIZATION

NEVADA ASSEMBLY

- ASSEMBLY SPEAKER
  - MEMBERS
  - LEADERSHIP STAFF
  - FRONT DESK STAFF
  - ADMINISTRATIVE SERVICES MANAGER
  - EXECUTIVE ASSISTANT TO CHIEF CLERK
  - COMMITTEE SERVICES MANAGER
  - SERGEANT AT ARMS STAFF
    - COMMITTEE MANAGERS
    - COMMITTEE SECRETARIES
    - PROOFREADERS
    - DOCUMENT CENTER
    - COMMITTEE ASSISTANTS
  - PERSONAL SECRETARIES
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