Legislative Assistant
Job Description

Reports to: Director of Administrative Services and Secretary of the Senate
Supervises: May supervise other administrative staff

Legislative Assistant Compensation:
Employee/Employer Paid Retirement
Hourly Rate: $13.4288 – $25.5446  Daily Rate: $107.43 – $204.36

General Information
The Legislative Assistant oversees the operation and administration of a Senator’s office, performs a
with Legislators, State Division/Administrators, the general public, lobbyists and others who visit the
office; manage and organize work flow; provide administrative support to the Senator.

During peak workload, the Legislative Assistant is required to work more than eight hours in a day or
weekends with little or no advance notice. Holidays are normal working days during the Legislative
Session. Senate Session employees are paid 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
Legislative Assistant is subject to performance evaluations during the Legislative Session.

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. Regardless of political affiliation, Senate employees are expected to establish and maintain
courteous and effective relationships when interacting with all Legislators, Legislative staff, lobbyists,
media and the general public, demonstrating high professional, ethical and confidentiality standards.

Standard working hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, or as work requires.

Job Qualifications
• Maintain strict confidentiality and exercise discretion in all business-related matters and
interactions.
• 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.
• Demonstrate customer service mentality.
• Be attentive and detail-oriented; be organized, flexible and adaptable.
• Possess exceptional written and verbal communication skills; clearly communicate information,
listen well and ask relevant questions.
• Analyze and comprehend complex documents and demonstrate a mastery of the English
language including grammar, punctuation, syntax, etc.
• Work effectively as a team member to contribute to the efficient functioning of the work
environment.
• Work cooperatively with other staff; maintain courteous and effective relationships.
• Exhibit strong technological skills using the computer to prepare and track documents, perform research, and communicate with others.
• Familiarity with Microsoft products e.g., Outlook, Word, Excel, PowerPoint.
• Operate office machinery including personal computer using Microsoft Office and Windows, fax machine, photocopier, scanner, telephone, etc.
• Follow instructions from supervisors and other administrative staff.
• Work early, extended hours, and a seven-day work week when necessary.
• Sit for extended periods of time.
• Lift supplies weighing approximately 10-20 pounds.

Duties Include:
• Maintain confidentiality when interacting with Legislators, Legislative staff, State and federal personnel, lobbyists, media and the general public.
• Protect and safeguard office files and information received.
• Interact with the public as the Senator’s receptionist; handle communications with the public in a manner that is courteous, professional, politically knowledgeable and sensitive.
• Prepare/compose letters, answer correspondence and respond to surveys/reports as directed by the Senator.
• Manage mail and email; direct, redirect or respond as directed and/or requested.
• Direct or respond to constituent calls and requests for information and resolve issues in accordance with the Senator’s instructions.
• Know and recognize the names and faces of those who frequent the Senator’s office.
• Assist the Senator in a broad variety of administrative duties.
• Schedule appointments and maintain the Senator’s calendar; keep the Senator informed.
• Screen calls; assess the importance of each call; relay messages accurately and promptly; defuse irate callers by providing assistance; respond to requests for information.
• Set up and maintain an electronic and/or paper filing system; file accurately, both numerically and alphabetically.
• Make travel arrangements including airline, rental car and hotel and maintain file of expenses as directed.
• Dispense information to the other House, Legislators, Legislative staff, State agencies and the public on instructions from the Senator.
• Make decisions in the absence of the Senator from the office.
• Review Committee schedules and agendas to determine the Senator’s schedule.
• Coordinate information and documents needed by the Senator for Committee meetings.
• View Committee meetings and Senate Floor Sessions to monitor bills and the Senator’s availability.
• Become familiar with the Assembly Members and their staff who serve on Committees with the Senator.
• Track Bills using electronic Public Legislative Tracking program.
• Maintain contact list for the Senator of those interested in specific legislation.
• Research information from internal/external sources including the Internet.
• 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.
• Be self-motivated and work independently.
• Be organized, flexible and adaptive.
• Prioritize tasks and follow through to complete work in a timely manner.
• Perform other work-related duties on request.
• Work efficiently under stressful conditions.
• Attend appropriate Senate staff training and meetings prior to and during the Legislative Session.
• Operate office machinery, e.g. personal computer, fax/scan/copy machine, telephone, etc.
• Monitor and order office supplies.

Note: This job description is not intended to be a complete list of all duties and responsibilities 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.