Committee Assistant Job Description

Reports to: Committee Manager
Supervises: N/A
Compensation: Employer Paid Retirement
   Hourly Rate $11.3600 – $17.6213
   Daily Rate $90.88 -- $140.97
Compensation: Employee/Employer Paid
   Hourly Rate $12.7088 -- $19.7154
   Daily Rate $101.67 – $157.72

General Information/Purpose
The Committee Assistant performs general administrative and secretarial duties related to the operation and work flow in the office of a Chairman of a Senate Standing or Select Committee. Senate employees are nonpartisan and do not attempt to influence members of the Senate, other State employees, or members of the general public regarding policy matters or pending legislation. Given the nonpartisan nature of the position, all employees including the Committee Assistant are prohibited from engaging in certain political activities. Senate employees are expected to maintain high professional, ethical and confidentiality standards consistent with office policies when interacting with legislators, lobbyists, the media and the general public.

The Committee Assistant performs a variety of functions both independently and in a team environment. Depending on the workload of the team, the Committee Assistant may be required to work more than eight hours in a day or to work on a holiday or weekend with little or no advance notice. Senate Session employees are paid for 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 Committee Assistant is subject to a performance evaluation process.

Essential Job Functions
- Direct or respond to constituent calls and requests for information in accordance with Senator’s instructions; resolve issues and provide information as directed.
- Interact with the public as Senator’s receptionist.
- Distribute information to other legislators, staff, agencies and the public as directed.
- Schedule appointments and maintain Senator’s calendar and keep Senator informed.
- Safeguard confidentiality of office files and information received.
- Open mail and email and direct/redirect or respond as directed and/or requested.
- Prepare/compose letters from drafts/dictation for Senator’s signature and answer correspondence as directed, using mail merge function when necessary.
- Access the internet to perform research relevant to the legislative process including NELIS.
- Set up and maintain an electronic and paper filing system of confidential and work related documents; file accurately, both numerically and alphabetically.
- Maintain and organize adequate office supplies.
- Track Bills using electronic Public Bill Tracking program as directed.
- Review Committee schedules and agendas to determine Senator’s schedule.
- Assist in coordinating information and documents needed by Senator for Committee meetings and Floor Sessions.
- Assist Committee Manager in creating electronic agendas, posting them on the legislative website and in legislative building, and emailing as requested; revising, reposting and emailing agendas as necessary.
• Assist Committee Manager in uploading exhibits in a PDF format to NELIS for Committee members, staff and the general public pursuant to a prearranged schedule.
• Assist Committee Secretaries in preparing a Committee room prior to meeting and in signing in testifiers and receiving exhibits.
• Assist Committee Manager in arranging videoconferencing, audio visual equipment and interpreter services for Committee hearings as needed.
• Assist Committee Manager in ordering copies of the Bills for Committee hearings.
• Assist Committee Manager in preparation of folders/binders for Committee members for meetings pursuant to instructions of Chair/Policy Analyst.
• Become familiar with Assemblymen/women and their staff who serve on Committees with Senator.
• Become familiar with the names and faces of those who frequent the Senator's office.
• View Committee meetings and Senate Floor Sessions to monitor Bills and Senator's availability.

Other Job Functions
• Operate office machinery including personal computer using Microsoft Office 2010 and Windows 7, fax machine, photocopier, scanner, telephone, etc.
• Working knowledge of Senate rules, conduct, policies, procedures and the legislative process.
• Working knowledge of the Legislative Building with its Committee rooms, legislators’ offices, etc. and reference materials available thereon.
• Respond to incoming telephone calls and visitors in a professional and courteous manner, taking and relaying messages as necessary.
• Handle communications with the public in a manner that is politically knowledgeable and sensitive.
• File accurately, both numerically and alphabetically.
• Access the internet to perform research relevant to Committee meetings.
• Work cooperatively with other office, Committee and legislative staff.
• Attend all Senate staff training and meetings prior to and during the legislative Session.

Job Qualifications/Mental and Physical Abilities
• Maintain strict confidentiality and exercise discretion.
• Possess strong writing, and communication skills.
• Analyze and comprehend complex documents and demonstrate a mastery of the English language including grammar, punctuation, syntax, etc.
• Clearly communicate information in spoken English, listen well and ask relevant questions.
• Acquire and develop a basic understanding of the legislative process and procedures.
• Be attentive and detail-oriented.
• Use the computer to track documents, perform research, and communicate with other staff members, legislators, lobbyists, the media and general public.
• Prioritize multiple tasks, work efficiently within time constraints and deadlines, and handle stressful situations.
• Work effectively as a team member to contribute to the efficient functioning of the Committee.
• Work early, extended hours, and a seven-day work week when necessary during Session.
• Sit and/or stand for extended periods of time.
• Lift supplies weighing approximately 10-20 pounds.
• Follow instructions from his/her supervisor and other Senate administrative staff.
Physical Environment
- Typical office environment at a desk, sharing office space with other legislative staff.
- Moderate exposure to noise (computers, printers, light traffic.).
- Minimal exposure to adverse environmental issues and minimal exposure to heat, cold, inclement weather conditions, and occasional environmental hazards.

Note: This job description is not intended to be a complete list of all duties, responsibilities, qualifications, and required/prohibited conduct 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 expression.

To apply, please submit the following:

- An LCB/Senate Application, which can be found at [http://www.leg.state.nv.us/App/CareerOpenings/A/Default.aspx](http://www.leg.state.nv.us/App/CareerOpenings/A/Default.aspx)
- A current résumé
- The Supplemental Questionnaire for Senate Session Staff – 2013 Legislative Session, which can be found at [http://leg.state.nv.us/App/CareerOpenings/Postings/LCB/2013SupplementalQuestionnaire.pdf](http://leg.state.nv.us/App/CareerOpenings/Postings/LCB/2013SupplementalQuestionnaire.pdf)
- A cover letter

Detailed information on submission of the completed application package is provided on the Supplemental Questionnaire. The application deadline is September 24, 2012.