Committee Secretary I and II Job Description

Reports to: Committee Manager  
Supervises: N/A

<table>
<thead>
<tr>
<th>Compensation</th>
<th>Employer Paid Retirement</th>
<th>Employee/Employer Paid</th>
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</thead>
<tbody>
<tr>
<td><strong>Committee Secretary I</strong></td>
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<tr>
<td>Hourly Rate</td>
<td>$12.1738 -- $18.8875</td>
<td>$13.6188 -- $21.1272</td>
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<tr>
<td>Daily Rate</td>
<td>$97.39 -- $151.10</td>
<td>$108.95 -- $169.02</td>
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| **Committee Secretary II** | | |
| Hourly Rate | $13.2538 -- $20.5625 | $14.8275 -- $23.0023 |
| Daily Rate  | $106.03 -- $164.50  | $118.62 -- $184.02   |

General Information/Purpose
The Committee Secretary facilitates the business conducted in Committee meetings and produces a comprehensive and accurate record thereof. 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 Secretary 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 Secretary performs a variety of functions both independently and in a team environment. Depending on the workload of the team or the office, the Committee Secretary 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 Secretary is subject to a performance evaluation process.

Essential Job Functions
- Post agendas on bulletin boards for upcoming Committee meetings.
- Set up the Committee room prior to Senate Committee meetings including name plates, gavel, office supplies, water, coffee, attendance roster, etc.
- Organize Committee materials for the Committee members and meeting attendees including the agenda, bills, exhibits, budgets, audio-visual equipment, etc.
- Greet Committee meeting attendees, collect business cards, testimony, and exhibits.
- Collect information on attendance roster, provide a copy to the Chair for use during the meeting and maintain for permanent record.
- Call roll of Committee members for attendance or when a vote is taken.
- Initiate and monitor audio recording of Committee meetings.
- Use computer to create detailed log notes of Committee meeting while it is in progress to create an index for the recording.
- After the Committee meeting, collect all meeting materials left behind in the meeting room and restore the room to its original state.
- After the Committee meeting, complete bill action reports and report final Committee actions to Committee Manager and Data Information Specialist.
• Compose Committee meeting minutes from log notes and recording of meeting performing research as necessary.
• Write a grammatically correct and accurate minute report of the Committee meeting reflecting all official actions of the Committee and recording the names of all persons testifying.
• Organize and label exhibits from Committee meeting.
• Prepare meeting minute report for review by the Proofreaders.
• Finalize meeting minute report with signature from Committee Chair and exhibits for the Committee Minutes Coordinator.
• Prepare and submit weekly Committee Secretary Minutes Log.
• Attend off-site Committee meetings and coordinate joint Committee meetings with the Assembly as needed.
• Provide administrative support to the Committee Manager and/or Senator as needed.
• Open mail and email and direct/redirect or respond as appropriate.

Other Job Functions
• Operate office machinery including personal computer using Microsoft Office 2010 and Windows 7, fax machine, photocopier, scanner, telephone, digital recording equipment, transcription equipment, etc.
• 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 production of Committee minute reports.
• Work cooperatively with other office, Committee, and legislative staff.
• Attend Senate staff training and meetings prior to and during the legislative Session.
• Attend legislative Floor Sessions and take Floor meeting minutes as assigned.

Job Qualifications/Mental and Physical Abilities
• Maintain strict confidentiality and exercise discretion.
• Possess strong editing, writing and communication skills.
• Write, 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 make corrections to minute reports, track bills and other documents, perform research, and communicate with other staff members, legislators, lobbyists, the media and general public.
• Operate standard office equipment and digital transcription equipment with headphones and foot pedal.
• 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.
- Medium to large conference room, working with large groups of people.
- 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.

Leveling Guide for Committee Secretary I and II

Committee Secretary I: entry level position for a Committee Secretary who has no experience working at the Nevada legislature.

Committee Secretary II: Committee Secretary with previous experience at the Nevada legislature, previous experience in another position at the Nevada legislature, or previous experience with a legislature in another state.

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
- 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
- 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.