Front Desk Journal Clerk Job Description

**Reports to:** Assistant Secretary of the Senate  
**Supervises:** No one

**Compensation:**  
*Hourly Rate*  
Employee/Employer Paid $15.8875 -- $24.6467  
*Daily Rate*  
$113.61 -- $176.23  
$127.10 – $197.17

**General Information/Purpose**
The Journal Clerk takes detailed computerized notes of all actions that take place during a Senate Floor session. The Journal Clerk is responsible for the safe keeping of all documents presented or read on the Senate Floor – such as Messages from the Governor, Assembly or other State leaders. It is also the responsibility of the Journal Clerk to accurately note the time when sessions begin and end. It is the responsibility of the Journal Clerk to produce detailed legislative notes for checking at the end of the day. The documents prepared by the Journal Clerk are the documents used to prepare the final set of Senate Journals after Sine Die. It is imperative these documents are accurate, therefore all parties of the Front Desk are responsible for checking these documents at the end of the day. These documents and notes are also electronically sent to the State Printing Office at the end of the day prior to the next daily Legislative Session. These documents show the public as well as the Legislators what was or was not completed the daily session before. These actions are reflected in the Senate Daily Journal that is accessible daily on the Legislative web site.

Upon adjournment, the Journal Clerk is busy entering the remaining information that could not be done during the Floor Session. It is the responsibility of the Recording Clerk to transcribe and edit (daily) the Legislators’ floor remarks which are then transferred to the Journal Clerk for inclusion in the Senate Daily Journal. The work of the Journal Clerk does not end until the day’s floor session has been transcribed and electronically transmitted to the State Printing Office.

While the Journals are not verbatim transcripts of the Senate floor activities, they do record all official actions taken on measures pending before the Senate Chamber and, frequently, include the text of remarks made by legislators, as well as gubernatorial, state constitutional officers and congressional messages and communications.

The Journal Clerk also participates in editing and proofing daily Journals and Histories, the Daily File, the Bill Status Report, and other reports. The Journal Clerk maintains files and reports of bill and resolution conflicts.

After the Legislature has adjourned Sine Die, the Daily Journals for the Senate and Assembly are edited, indexed, compiled and bound into permanent hardbound publications. The final Journals also contain certain ancillary information relating to the Legislature: legislative calendar, listing of bills, elected officers, personnel and Senate staff, the Senate Standing Rules and the Joint Rules of the Senate and Assembly. This information is compiled through the combined work of the Recording and Journal Clerks, and the documentation they produce throughout the Legislative Session.

The Journal Clerk will be cross-trained with the Recording and Internet Clerks in order to assume their duties in the case of absence or emergency. Cross-training of other positions is also possible.
The Senate Front Desk does not always end at 5:00 p.m. The Senate Front Desk does not go home until the day's work has been completed – this includes transcribing speeches and listing the guests of the Senate Chamber. The daily floor session must be transcribed and transmitted electronically to the State Printing Office prior to the beginning of the next Legislative Day. Some days the Front Desk may finish very early (sometimes even before 5:00 p.m.) but there are a few that will definitely go late into the night (especially during deadline periods and at the end of the session).

All staff members of the Front Desk are responsible to come together at the end of the day's floor session to go over the events of the day. Front Desk staff work collaboratively to verify the accuracy of all documents. It is mandatory that this be completed daily before Front Desk staff leaves the building.

Although it is a great privilege and honor to be asked to be a part of the Senate Front Desk, the work is difficult and tedious at times, but at the same time this is a very rewarding experience.

**Essential Job Functions**
- Able to keep precise, legible notes via the computer.
- Have a good understanding of the Legislative process.
- Have the ability to research and comprehend *Mason's Manual of Legislative Procedures*.
- Have the ability to research documents from previous sessions such as Histories and Journals.
- Have the ability to research the Nevada Revised Statutes (NRS) and the State Constitution.
- Understand the Senate Standing Rules as well as the Senate and Assembly Joint Rules.
- Work extremely well under stressful situations.
- Be able to work unusual extended hours and weekends without a lot of notice.
- Protect the privacy of information that may be provided to the Senate Front Desk and maintain the privacy of information that may occur within the Senate lounge.
- Must be able to work well with others, including co-workers, the public, legislators and be able to take constructive direction from the Assistant Secretary of the Senate.
- Be discreet and confidential.
- Become familiar with the Legislative Counsel Bureau (LCB), and its functions.
- Be available to back up the other positions on the Front Desk that may require additional support.
- Be willing to cross-train on one, possibly two, additional positions on the Front Desk for back-up purposes.
- Operate office machinery including personal computer using Microsoft Office 2010 and Windows 7, fax machine, photocopier, scanner, telephone, etc.
- Respond to incoming calls and interact with Legislators in a professional and courteous manner.
- File accurately, both numerically and alphabetically.
- Attend all Senate staff training and meetings prior to and during the legislative session relevant to the Front Desk.

**Job Qualifications/Mental and Physical Abilities**
- Maintain strict confidentiality and exercise discretion.
- Exhibit a high level of professionalism in conduct, work ethics and appearance.
- Have good listening skills.
- Be attentive and detail-oriented.
- Prioritize multiple tasks, work efficiently within time constraints and deadlines, be organized, flexible and adaptable.
- Work early, extended hours, and a seven-day work week when necessary during Session.
- Work effectively as a team member to contribute to the efficient functioning of the Senate.
- Be self-motivated and work independently.
- Sit and/or stand for extended periods of time.
- Lift supplies weighing approximately 10-20 pounds.
Physical Environment

- Typical office environment at a desk, sharing office space with other legislative staff.
- Medium to large conference rooms, working with large groups of people, the media and the public.
- Moderate exposure to noise (computers, printers, light traffic.).
- Minimal exposure to adverse environmental issues and minimal exposure to heat, cold, inclement weather conditions, and possible, but unlikely, occasional environmental hazards.

Note: 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 Senate Front Desk Journal Clerk, 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 as well as the general public.

The Senate Front Desk Journal Clerk performs a variety of functions both independently and in a team environment. Depending on the workload of the team, the Journal Clerk 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 during Session. Senate Session employees are paid for seven days per week during the legislative Session with no payment for overtime, whether or not they work on weekends. Senate Front Desk staff are essentially “on call” during Session, seven days a week. Prior to, and after the legislative Session, staff is paid on an hourly basis.

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.