Legislative Assistant I, II, III and IV Job Description

Reports to: Director of Senate Staffing
Supervises: NA

<table>
<thead>
<tr>
<th>Compensation:</th>
<th>Employer Paid Retirement</th>
<th>Employee/Employer Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legislative Assistant I</td>
<td>$11.3600 – $17.6213</td>
<td>$12.7088 – $19.7154</td>
</tr>
<tr>
<td>Hourly Rate</td>
<td>$90.88 – $140.97</td>
<td>$101.67 – $157.72</td>
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<td>Daily Rate</td>
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<tr>
<td>Legislative Assistant II</td>
<td>$12.1738 – $18.8875</td>
<td>$13.6188 – $21.1272</td>
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<td>Hourly Rate</td>
<td>$97.39 – $151.10</td>
<td>$108.95 – $169.02</td>
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<td>Hourly Rate</td>
<td>$106.03 – $164.50</td>
<td>$118.62 – $184.02</td>
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<td>Legislative Assistant IV</td>
<td>$13.9300 – $21.6088</td>
<td>$15.5838 – $24.1755</td>
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<tr>
<td>Hourly Rate</td>
<td>$111.44 – $172.87</td>
<td>$124.67 – $193.40</td>
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<td>Daily Rate</td>
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General Information/Purpose
The Legislative Assistant oversees the operation and administration of a Senator’s office. 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 Legislative 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 Legislative Assistant performs a variety of functions both independently and in a team environment. Depending on the workload of the team, the Legislative 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 Legislative Assistant is subject to a performance evaluation process.

Essential Job Functions
- Respond to incoming telephone calls and visitors in a professional and courteous manner, assessing the importance and relaying messages accurately and promptly.
- Place calls on Senator’s behalf as instructed.
- Interact with the public as Senator’s receptionist.
- Direct or respond to constituent calls and requests for information in accordance with Senator’s instructions; resolve issues and provide information as directed.
- 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 requested.
• Prepare/compose letters from drafts/dictation for Senator’s signature and answer correspondence as directed, using mail merge function when necessary.
• Track Bills using electronic Public Bill Tracking program.
• Maintain contact list for Senator of those interested in specific legislation.
• Review Committee schedules and agendas to determine Senator’s schedule.
• Coordinate information and documents needed by Senator for Committee meetings and Floor Sessions.
• Set up and maintain an electronic and paper filing system of confidential and work related documents; file accurately, both numerically and alphabetically.
• Access the internet to perform research relevant to the legislative process including NELIS.
• 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.
• Maintain and organize adequate office supplies.
• View Committee meetings and Senate Floor Sessions to monitor Bills and Senator’s availability.
• Make travel arrangements including airline, rental car and hotel and maintain file of expenses as directed.
• Respond to surveys and reports as directed by the Senator.

Other Job Functions
• Operate office machinery including personal computer using Microsoft Office 2010 and Windows 7, fax machine, photocopier, scanner, telephone, etc.
• 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.
• Exhibit high level of professionalism in conduct, work ethics and appearance.
• Analyze and comprehend complex documents and demonstrate a mastery of the English language including grammar, punctuation, syntax, etc.
• Working knowledge of Senate rules, conduct, policies, procedures and the legislative process.
• Handle communications with the public in a manner that is politically knowledgeable and sensitive.
• Possess strong written and verbal communication skills.
• Clearly communicate information in spoken English, listen well and ask relevant questions.
• 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.
• Be self-motivated and work independently.
• Work effectively as a team member to contribute to the efficient functioning of the Senate.
• Be organized, flexible and adaptable.
• 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 Senator or 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.

Leveling Guide for Legislative Assistants I, II, III and IV

Legislative Assistant I (Secretary): entry level position for a personal legislative assistant who has no experience working at the Nevada legislature, but may have comparable work experience outside the legislature.

Legislative Assistant II (Senior Secretary): a legislative assistant who has worked 1-2 legislative Sessions at the Nevada legislature and performed in a satisfactory manner or someone who has comparable work experience outside the legislature.

Legislative Assistant III (Executive Secretary): a legislative assistant who has worked 3 or more legislative Sessions at the Nevada legislature in a satisfactory manner or one who is assigned to a Senator in the Leadership Office or someone who has comparable work experience outside the legislature.

Legislative Assistant IV (Executive Assistant): a legislative assistant who has worked 5 or more legislative Sessions at the Nevada legislature in a satisfactory manner or one who is assigned to a Senator in the Leadership Office or someone who has comparable work experience outside the legislature.

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.