



**Nevada Legislative Counsel Bureau
Administrative Division
Broadcast and Production Services Unit**

Administrative Assistant

POSITION: Administrative Assistant, Full-Time Employment, Carson City, NV
CONTACT: Ken Kruse, Human Resources/Accounting, 775.684.6966

SALARY AND BENEFITS:

Grade 30 (\$38,043 – \$55,833 annually based on the Employer/Employee Retirement rate). Benefits include: Paid holidays, annual leave, sick leave, insurance; after the appropriate waiting periods. An explanation of the retirement options and information regarding state retirement benefits may be accessed at <http://nvpers.org/>.

A description of the current health and dental benefits provided to all state employees is available at http://pebp.state.nv.us/all_plan_benefits.htm. Other optional benefits are also available, including a deferred compensation program.

This position is scheduled to begin on or after September 5, 2016.

SUMMARY

The successful applicant will be responsible for a wide range of administrative and customer relations services, including, but not limited to: managing the reception desk and phone, scheduling meetings and events, corresponding with internal and external customers, preparing reports, managing calendars, using spreadsheets and databases, and completing general clerical tasks.

This job description provides a descriptive list of the range of duties performed by employees who hold this position. It does not list all of the duties of the job. To meet the needs of the Administrative Division, an employee in this position may be asked by supervisors to perform other duties in addition to or in lieu of those set forth herein. An employee in this position will be evaluated in part based upon the performance of the tasks listed in this job description. The Administrative Division has the right to revise this job description at any time. The job description is not a contract for employment.

DUTIES & RESPONSIBILITIES:

- Schedules Legislative and Non-Legislative committee hearings and coordinates events;
- Provides general clerical support including answering phones, distributing mail, filing, etc.;
- Processes purchase orders;
- Maintains inventory database;
- Manages Unit Calendar
- Provides excellent customer service in person, on the phone, and in written communications;
- Performs other related duties as required.

KNOWLEDGE OF:

- The legislative process(in general);
- The effective use of and operation of technology;
- Microsoft Office 2010, Word, Excel, Access and Outlook
- Use and operation of a wide variety of tools and equipment used in office facilities;

- Safe working practices and adherence to these practices.

SKILLS & ABILITY TO:

- Communicate effectively, both verbally and in writing;
- Prioritize tasks and manage time to ensure responsiveness to requests;
- Perform detailed tasks at a high level under stressful deadlines and during intense projects;
- Apply high levels of reasoning and understanding to evaluate issues;
- Be punctual and dependable;
- Work independently;
- Establish and maintain effective working relationships with others;
- Identify possible problems and anticipate solutions to customer comments and requests;
- Use computers for electronic mail, word processing, internal calendar programs, internal media editing programs and general administrative use;

WORKING CONDITIONS:

- Periods of high stress – especially during legislative session;
- Overtime in preparation for the legislative session as well as during legislative session;
- Requires extended periods of sitting;
- Work in a shared office space.

EDUCATION AND EXPERIENCE:

- Graduation from high school or equivalent education;
- Two years of similar experience in an Administrative Assistant position.

APPLICATION PROCESS:

The Legislative Counsel Bureau (LCB) is the central non-partisan staff agency serving to support the legislative branch of government and collectively serves the Nevada Legislature. The LCB invites interested applicants to fully familiarize themselves with the above outlined duties, abilities, and job functions. Applicants are subject to a background check.

All applicants must submit an LCB Employment Application and are encouraged to submit a letter of interest with a current résumé. The LCB application can be found at:

<http://www.leg.state.nv.us/App/CareerOpenings/A/>.

Applications must be received no later than Friday, August 19, 2016; at 5:00 p.m., Email may be used to transmit your application, letter and résumé. Please utilize a Word or PDF format and send to kkruise@lcb.state.nv.us.

Applications may be dropped off in person to Room 1140 of the Nevada Legislature or mailed to:

Legislative Counsel Bureau

Attn: Ken Kruse, Human Resources/Accounting

401 S. Carson Street

Carson City, NV 89701-4747

NOTE: The Legislative Counsel Bureau is an Equal Opportunity Employer and does not discriminate on the basis of race, creed, color, national origin, sex, sexual orientation, gender identity or expression, age, political affiliation or disability.

(Revised 8/8/2016)