

# NEVADA LEGISLATIVE COUNSEL BUREAU

## Carson City, Nevada

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### ASSOCIATE LAW INDEXER

**The Legal Division:** The Legal Division of the Legislative Counsel Bureau of the State of Nevada is seeking qualified applicants for the position of Associate Law Indexer. The Legal Division is a nonpartisan office which is part of the central staff that provides support to the Nevada Legislature. The Legal Division prepares and drafts legislation, researches and writes legal opinions, provides legal counsel to Legislative committees, works with Executive Branch agencies to prepare and review administrative regulations, represents the Legislature and Legislators in court and other legal proceedings and provides other assistance to Legislators upon request. In addition, the Legal Division provides legal support to the Legislative Counsel Bureau including preparing and negotiating contracts, providing legal advice concerning employment and other matters and providing other legal support upon request. The Legal Division is also responsible for preparing and publishing *Statutes of Nevada*, *Nevada Revised Statutes*, *Nevada Administrative Code*, the *BDR List*, the *Register of Administrative Regulations* and other official publications of the Legislature.

**Position Description:** The law indexer's primary role requires the ability to review, interpret and analyze information on a wide variety of subjects in documents, including bills and bill drafts, the Nevada Revised Statutes and the Nevada Administrative Code, to build an index.

**Qualifications:** The successful candidate must have an excellent command of formal English with a college degree and a law degree preferred and with experience in indexing recommended.

**Knowledge, Skills and Abilities:** Applicants should have knowledge and experience with word processing (WORD), superior attention to detail, and strong grammar and spelling skills. The successful candidate must also have the ability to adhere to and meet stringent deadlines with a high volume of work, to maintain confidentiality of documents and communications and to accept and adapt to changes in the work environment.

**Salary and Benefits:** The salary range for this position is \$51,865 to \$77,569 annually under the employee-employer paid retirement option, except that for the fiscal year ending on June 30, 2015, employees are subject to unpaid furlough requirements. Employees also receive state insurance, retirement and vacation benefits. An explanation of the retirement options and information regarding state retirement benefits may be accessed at [nvpers.org](http://nvpers.org). A description of the current health and dental benefits provided to

all state employees is available at [pebp.state.nv.us](http://pebp.state.nv.us). Other optional benefits are also available, including a deferred compensation program.

**Duration:** The temporary position is currently authorized for 15 months with the possibility of extension to non-temporary positions.

**Working Conditions** This position is located across the street from the Legislative Building in Carson City, Nevada in the Nevada State Printing Office building. The work is performed in a typical office environment. Significant overtime is required during legislative sessions and during certain other periods as necessary to meet the demands of the Legal Division.

**Application Process:** To apply for this position, applicants must submit a completed Legislative Counsel Bureau Employment Application (<http://www.leg.state.nv.us/App/CareerOpenings/Postings/LCB/LCBEmploymentApplication.pdf>) by no later than 5:00 p.m. on November 3, 2014. Applicants may also submit a cover letter and resume, however, those documents are not required.

**Applications and other information must be sent by mail or email to:**

**Judy Wytock, Administrator, Legal Division**  
**Legislative Counsel Bureau**  
**401 S. Carson Street**  
**Carson City, NV 89701-4747**  
or  
[LGL2014@lcb.state.nv.us](mailto:LGL2014@lcb.state.nv.us)

**The Legal Division 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.**