

NEVADA LEGISLATIVE COUNSEL BUREAU

Carson City, Nevada



DOCUMENT CLERK

The Legal Division: The Legal Division of the Legislative Counsel Bureau of the State of Nevada is seeking qualified applicants for the position of Document Control Clerk. 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 Document Clerk's primary role is to assemble documents quickly, deliver them promptly and keep accurate records. In addition, clerks will be scanning, filing, delivering documents throughout the Capitol complex and performing various other tasks as needed.

Qualifications: The successful candidate must have a high school diploma or GED.

Knowledge, Skills and Abilities: Applicants should have knowledge and experience with word processing (WORD), superior attention to detail, strong grammar and spelling skills and good penmanship. 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 starting salary for this position is \$35,475 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 which result in a reduction of 36 hours of pay. The position includes state health and dental insurance as well as a state retirement plan. An explanation of the retirement options and information regarding state retirement benefits may be accessed at www.nvpers.org. A description of the current health and dental benefits provided to all state employees is available at www.pebp.state.nv.us/index.htm. Other optional benefits are also available, including a deferred compensation program.

Duration: The temporary positions are currently authorized for 6 months with the possibility of extension to non-temporary positions.

Working Conditions: This position is located in the Legislative Building in Carson City, Nevada. 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.

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Application Process: To apply for this position, applicants must submit a completed Legislative Counsel Bureau Employment Application (www.leg.state.nv.us/App/CareerOpenings/Postings/LCB/LCBEmploymentApplication.pdf) by no later than September 14, 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

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.