



**NEVADA LEGISLATIVE COUNSEL BUREAU
ADMINISTRATIVE DIVISION**

**STOREROOM CLERK I
Carson City**

The Legislative Counsel Bureau (LCB) is seeking a diverse pool of qualified candidates for the position of Storeroom Clerk I. The LCB is a nonpartisan agency that provides professional, technical, and administrative support to the Nevada Legislature, which meets every other year (biennially) for 120-day sessions and for rare special sessions during interim periods.

Position Description: Under the direction of the General Services Manager, the Storeroom Clerk I is part of a team that provides services to legislators and legislative staff to assist with purchasing, receiving, mail processing, storage, delivery, record keeping, office and furniture moves, office supply procurement, inventory, and the receipt and distribution of bills and publications. This position involves working within a highly professional environment with legislators, legislative staff, state employees and officers, and members of the public who visit the Legislative Building. This is a full-time, in-person position performed at the LCB's Carson City offices.

Duties and Responsibilities: This list provides a range of the duties performed by the Storeroom Clerk I; it does not include all of the essential functions of the job.

- Maintain and monitor a digital recordkeeping system related to inventory purchases in accordance with purchasing-related State statutes and regulations and departmental policies and procedures.
- Identify inconsistencies or problems to expedite orders; contact vendors to resolve problems and arrange for delivery and return of items.
- Operate postage meters and other mail equipment to process letters, flats and packages; weigh letters and packages and affix proper postage.
- Process certified, registered, insured, and Federal Express mail; ensure information is obtained for proper mailing; record addressee, sender, and date information; complete appropriate mail slips for patrons; initiate tracing of letters and packages for items not received; and sign for incoming certified, registered, insured and express mail.
- Safely operate equipment such as forklift, pallet jack and dolly to receive, move, rotate, and distribute materials, and complete and maintain training and/or certification necessary for the safe operation of such equipment.
- Dispose of obsolete and excess items by inspecting property to determine items' condition for use, transfer or sale and contacting the appropriate authority for disposition.
- Plan effectively for future projects and needs of our facilities.
- Follow safe working practices.
- Provide effective backup coverage to team members of other units as needed.

Qualifications: Applicants must possess a high school diploma or equivalent education. The successful candidate will be able to effectively prioritize tasks, effectively communicate verbally and in writing including phone and Teams Chat etiquette, establish and maintain successful working relationships, resolve problems, track and organize records through computer databases and/or spreadsheets, perform with a high level of professionalism under deadlines and during critical projects, be punctual, dependable, self-motivated, provide excellent customer service, and maintain strict adherence to confidentiality standards. A valid driver's license is required at the time of hire and is a condition of continuing employment. Previous experience in a warehouse or mail processing environment is preferred.

Salary: The annual salary for this position is set at a Grade 29, which has a salary range of \$45,184 to \$66,043 based upon the employee/employer paid retirement option. An employer-paid contribution plan is also available with a reduced salary in lieu of an employee contribution. Actual starting salary will be determined based upon experience.

Benefits: The State benefits package includes enrollment into the Public Employees' Retirement System (www.nvpers.org), a selection of Public Employee's Benefits Program health insurance plans (<https://pebp.nv.gov/>), twelve paid holidays, paid annual leave and sick leave. Other optional voluntary benefits are also available, including a deferred compensation program.

Working Environment: The working environment may include dirt, pollen, insects, inclement weather, moving equipment, noise from equipment and temperature extremes. The person in this position must be able to lift up to 25 pounds, climb ladders, walk, stand, crouch, grab, hold, push, pull, bend, use arms above the head, use equipment, power and hand tools, computers, and various office machines. Overtime is required, especially during peak times of the year in preparation for and during the Legislative Session. Overtime is compensated at a time-and-one-half rate and may be paid or stored as compensatory leave.

Application Process: Applicants will be asked to complete a background check and any offer of employment will be made contingent upon the results of that check. Applicants must submit a resume, cover letter and LCB application, which may be found at:
<https://www.leg.state.nv.us/lcb/Admin/EmploymentOpportunities/admin-division-general-services>.

This recruitment is open until the position is filled, but applicants are encouraged to submit materials as soon as possible as screening, interviewing and selection will begin immediately. Applications may be emailed to LCBHR-Employment@lcb.state.nv.us, or may instead be mailed to:

Legislative Counsel Bureau
Attn: Human Resources
401 S. Carson Street
Carson City, NV 89701-4747

The Legislative Counsel Bureau is an Equal Opportunity Employer and does not discriminate based on race, color, religion or belief, national origin or ancestry, age, sex, sexual orientation, gender identity or expression, disability, pregnancy, domestic partnership, political affiliation, genetic information (GINA), compensation history, or any other characteristic protected by applicable law. The Nevada Legislature and Legislative Counsel Bureau will not tolerate discrimination or harassment based on any of these characteristics, nor will it tolerate unlawful retaliation. Applicants may contact LCBHR@lcb.state.nv.us in order to request reasonable accommodations to enable participation in the hiring process. Applicants will not be disqualified from consideration based upon requests for reasonable accommodations.

(Revised 4/10/2024)