



LEGISLATIVE COUNSEL BUREAU Las Vegas, Nevada

LEGISLATIVE SERVICES OFFICER

The Administrative Division of the Legislative Counsel Bureau (LCB) of the State of Nevada is seeking qualified applicants for the position of Legislative Services Officer in the Bureau's Las Vegas Office.

The Administrative Division and the Las Vegas Office: The Administrative Division of the LCB provides operating and technical support to the Legislature, the other divisions of the LCB and the general public. The Division is responsible for accounting and human resource services, lobbyist registration, audio and video services, information technology services, janitorial services, buildings and grounds maintenance and public safety services. The Las Vegas Office provides videoconference capabilities, furnishes legislative information, provides access to all LCB staff services, and manages individual and committee meeting space for the Legislature.

Position Description: Under minimum supervision of the Director of the LCB, the Legislative Services Officer supervises employees of the Las Vegas Office and responds to or coordinates responses to requests for administrative support, research or other assistance from legislators, LCB staff in Carson City and the general public. The Legislative Services Officer coordinates and assists with hearings and meetings conducted in the Las Vegas Office, supervises the work of the Coordinator for the Nevada Silver Haired Legislative Forum, and serves as a liaison with representatives of the State Public Works Division regarding issues involving the legislative office and meeting space in Las Vegas. The position is also responsible for addressing occasional media requests and for making presentations regarding the Legislature to student, civic or other groups.

Qualifications: The position of Legislative Services Officer is a professional level position and the successful candidate must possess a Bachelor's degree from a fully accredited college or university or have significant relevant experience which demonstrates an ability to perform at such a level. Preference may be given to candidates who have obtained an advanced degree, have significant experience supervising professional staff or have experience working in a legislative or other public service environment.

Knowledge, Skills and Abilities: The successful applicant must: (1) have exceptional communication skills; (2) possess strong analytical and organizational skills; (3) have the ability to adhere to and meet demanding deadlines; and (4) work effectively and objectively with a broad range of people. The successful applicant must also demonstrate that he or she has the ability to: (1) exercise good judgment and discretion; (2) work independently and productively for extended periods; (3) maintain the confidentiality of documents and communications; and (4) provide excellent customer service to legislators, state agency personnel and the general public.

Salary and Benefits: The salary range for the position is \$67,693 to \$102,228 (Grade 44) annually under the employee-employer paid retirement option, depending on qualifications and experience. The requirement for 48 hours of unpaid furlough leave annually for this position will reduce the salary initially. Benefits include paid holidays, annual leave, sick leave, a retirement plan, and health insurance. 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.

Working Conditions: This position is located in the Grant Sawyer State Office Building in Las Vegas, 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 LCB. Occasional travel (primarily to Carson City) is required.

Application Process: To apply for this position, applicants must submit a completed LCB Employment Application along with a letter of application and resume by no later than 5:00 p.m. on June 6, 2014.

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

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

<mailto:kkruse@lcb.state.nv.us>

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.