



**NEVADA LEGISLATIVE COUNSEL BUREAU
ADMINISTRATIVE DIVISION
SESSION LEGISLATIVE POLICE ADMINISTRATIVE ASSISTANT**

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

SALARY AND BENEFITS:

Grade 24, (\$14.34 per hour at the Employee/Employer Retirement Rate; Benefits include paid holidays, annual leave, sick leave, a retirement plan, and health insurance, after 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 starting November 2016 and ending on or before June 30, 2017.

SUMMARY:

The successful applicant must show great attention toward customer service as they will be a liaison for the Legislative Police and the general public regarding agency activities, school tours; posting of all incoming agendas for state meetings and issuing identification cards for lobbyists, press, and state employees lobbying at the Legislature and access cards for employees.

This job description provides a 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:

- General clerical duties including answering phones, distributing mail, filing, etc.;
- Compile, verify and process payroll for the police unit.
- Scheduling and providing group tours;
- Issuance of ID cards;
- Performs other related duties as required.

KNOWLEDGE OF:

- General knowledge of the legislative process;
- The effective use of and operation of technology;
- Microsoft Office 2010, Word, Excel, Outlook, and Access.
- 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;
- Effectively prioritize tasks and manage time to ensure responsiveness to requests;
- Be punctual and dependable;

- Provide excellent customer service;
- Work independently as well as with others;
- Establish and maintain effective working relationships with others;
- Identify possible problems and anticipate solutions to customer comments;
- Use computers for electronic mail, word processing, internal calendar 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.
- Work with confidential material and access to information and areas that will require a fingerprint based background investigation prior to hiring.

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 will be accepted until the position is filled. All applications will be accepted on a first-come, first-served basis. Hiring may occur at any time during the recruitment process. Email may be used to transmit your application, letter and résumé. Please utilize a Word or PDF format and send to kkruse@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.

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