

OFFICE MANAGER

Position Announcement

Nevada Legislative Counsel Bureau
Audit Division
Carson City, Nevada

THE AUDIT DIVISION The Division conducts performance audits as part of the Legislature's oversight responsibility for public programs. The purpose of the audits is to improve state government by providing independent and reliable information about the operations of state agencies, programs, activities, and functions to the Legislature, state officials, and Nevada citizens. For additional information, please visit the Division website at www.leg.state.nv.us/audit.

POSITION DESCRIPTION This position works with the Legislative Auditor and Audit staff to ensure quality reports, accurate correspondence, and effective communications. Under the direction of the Legislative Auditor, supervises and reviews work performed by other support staff. Duties include a wide variety of clerical, secretarial, administrative, and office management responsibilities. Performs various projects under the direction of the Legislative Auditor or Audit Supervisors. Prepares and organizes legislative committee meeting documents and serves as secretary to appropriate legislative committees. Maintains up-to-date skills in office administration and usage of Microsoft Office and other software.

QUALIFICATIONS Graduation from high school and 5 years of progressively responsible relevant work experience. Education above high school or professional certifications may be substituted for the required experience. Must be highly proficient in using Microsoft Office software.

KNOWLEDGE, SKILLS, AND ABILITIES Applicants should have a thorough knowledge of current administrative support practices and processes. Use of Microsoft Office software is critical to this position, including the ability to type with speed and accuracy. The successful candidate must be very detailed oriented and possess strong organizational skills. Candidates must have the ability to prepare or proofread documents using proper grammar, spelling, punctuation, format and style. The successful candidate must have good communication skills and be able to exercise good judgment when working with legislators, staff, and the public. In addition,

candidates must also be able to work independently, maintain confidentiality of information, and be adaptable to changes in the work environment.

SALARY AND BENEFITS The salary range for this position is \$43,639 to \$64,707 under the employee-employer paid retirement option. This salary does not include a reduction for mandatory furlough leave. The position has state retirement and health insurance benefits. 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 benefits available to all employees may be accessed at http://pebp.state.nv.us/all_plan_benefits.htm. Other optional benefits are available, including a deferred compensation program.

WORKING CONDITIONS This position is located in Carson City, Nevada. A flexible work schedule is available, including a 4-day work schedule.

APPLICATION PROCESS Applicants must submit the following no later than December 5, 2014:

1. Legislative Counsel Bureau Employment Application, available at the Legislative Counsel Bureau or at <http://www.leg.state.nv.us/App/CareerOpenings/Postings/LCB/LCBEmploymentApplication.pdf>
2. Letter of interest describing qualifications; and
3. Current resume, including three references.

The above information may be mailed or e-mailed to:

Legislative Counsel Bureau, Administrative Division
Attn: Ken Kruse, Human Resources/Accounting
401 S. Carson Street
Carson City, NV 89701-4747
kkruse@lcb.state.nv.us

A background check will be conducted on the candidate selected for hire.

Please direct inquiries to Rocky Cooper or Jane Bailey at (775) 684-6815.