

NEVADA LEGISLATIVE COUNSEL BUREAU

CARSON CITY, NEVADA

RESEARCH POLICY ASSISTANT

The Legislative Counsel Bureau (LCB) is the full-time, central, nonpartisan staff of the Nevada Legislature. Research policy assistants are assigned to the LCB's Research Division, which provides high-quality policy analysis, research, and assistance to the Nevada Legislature—its members, committees, and constituents.

The Division is recruiting to fill one or more full-time research policy assistant positions beginning on or around February 3, 2020. In addition, the Research Division may use this same recruitment to fill one or more full-time positions that may become available during the 2019–2020 Interim and before the 2021 Legislative Session. Please review the following pages for the minimum qualifications and a detailed job description.

SALARY AND BENEFITS

The salary range is \$41,572 to \$61,011 (Grade 30) annually (employee/employer paid retirement), depending on qualifications and experience. Benefits include paid holidays, annual leave, sick leave, a retirement plan, and health insurance.

Applicants must submit an LCB Employment Application ([click here](#)) and a letter of interest with résumé to Ken Kruse, Human Resources, Legislative Counsel Bureau, 401 South Carson Street, Carson City, Nevada 89701-4747 (Telephone: 775/684-6966; Fax: 775/684-6965). Electronic mail may be used to transmit the application, letter, and résumé. Please utilize MS Word format and send to kkruse@lcb.state.nv.us.

CLOSING DATE: DECEMBER 20, 2019 AT 5 P.M.

NOTE: The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.

RESEARCH POLICY ASSISTANT (GRADE 30)

DEFINITION OF CLASS

Research policy assistants perform responsible secretarial work during legislative and interim sessions under the direction of the manager of research policy assistants. They assist policy analysts in performing their duties and preparing final work products for legislators and their constituents. All work is performed on a professional, nonpartisan basis.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Graduation from high school, or equivalent education, and four years of progressively responsible secretarial work, of which one year must include administrative support where the use of a computer is an essential part of the work, is required. Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

KNOWLEDGE, SKILLS, AND ABILITIES

Applicants must possess excellent organizational skills, a sound knowledge of office methods and procedures, and a high level of proficiency with Microsoft Office software. A demonstrated ability to edit and proofread correspondence and various publications with the highest of grammatical standards is mandatory. Applicants must be able to prepare comprehensive summary minutes from an audio recording that accurately reflect the activities of a meeting or hearing. The position requires a person who can readily meet deadlines—with minimal supervision—and produce a significant quantity of work products of superior quality.

Being able to work with a broad range of people without letting personal opinions or positions influence work procedures or products is essential. Applicants must have the ability to establish and maintain courteous, effective relationships with other employees, legislators, representatives of governmental agencies, and the public.

The applicant must follow the rules, policies, and procedures established by the Research Division and the Legislative Counsel Bureau and become familiar with Nevada's state government and various governmental publications. It also requires a willingness to learn and accept new projects, apply a variety of computer applications and software, and operate office equipment.

KEY COMPETENCIES

- Attention to detail
- Strong grammar skills
- Time management
- Ability to work independently
- Planning and organizational skills
- Ability to multitask

- Computer skills
- Confidentiality
- Stress tolerance

EXAMPLES OF DUTIES

The following is a partial description of the duties of a research policy assistant and is not restrictive as to the duties required:

- Provides secretarial support to all Research Division staff as needed;
- Compiles and prepares, in final form, legislative information for publications produced by the Research Division;
- Maintains calendars and files;
- Serves as the secretary for interim committees and studies between legislative sessions and is responsible for: (1) scheduling meetings; (2) coordinating meeting arrangements, including accommodations and transportation; (3) preparing and posting meeting agendas; (4) compiling and uploading meeting materials to the legislative webpage; (5) attending meetings; (6) transcribing and preparing meeting minutes; (7) reviewing and editing committee reports; and (8) assisting policy analysts with various committee assignments;
- Assists policy analysts with written responses to requests for information from legislators and constituents;
- Provides secretarial support to policy analysts assigned to standing legislative committees during legislative sessions, including tracking the status of legislation, preparing documents for committee work sessions, and proofreading floor statements and summaries of legislation;
- Answers telephone calls; and
- Works overtime, as needed, to meet deadlines during the interim and legislative sessions.

This full-time position typically works Monday through Friday with shifts that range from 7 a.m. to 6 p.m. The position may require overnight in-state and out-of-state travel.

November 6, 2019