

NEVADA LEGISLATIVE COUNSEL BUREAU



RESEARCH ASSISTANT/PROGRAM FACILITATOR CONSTITUENT SERVICES UNIT

(Research Division, Carson City and Las Vegas, Nevada)

The Legislative Counsel Bureau (LCB) is the full-time, central, nonpartisan staff of the Nevada State Legislature. The Research Assistant/Program Facilitator is assigned to the Constituent Services Unit (CSU) of the LCB Research Division.

Under general supervision, the Research Assistant/Program Facilitator performs administrative tasks, coordinates various activities, and produces training/supportive products relating to programs and projects assigned to CSU. With limited supervision, he or she oversees communication and handles scheduling, prepares correspondence, responds to inquiries, and provides other products as required. The Research Assistant/Program Facilitator also serves as the primary facilitator and contact for assigned programs and works closely with legislators, key personnel, and participants, both adults and youth. All work is performed on a professional, nonpartisan basis.

Minimum qualifications for the position include an associate's or bachelor's degree from an accredited college or university, or significant experience with progressive responsibility in program management, customer service, and scheduling. Applicants must possess knowledge and skills in project management, office administration, and basic computer applications. The Research Assistant/Program Facilitator must also possess exceptional communications skills, both written and oral, and an ability to assemble resource materials quickly and accurately. He or she must be a "self-starter," able to work under pressure, work with a broad range of people, and produce work of superior quality.

The Division is recruiting to fill the permanent Research Assistant/Program Facilitator position beginning on or after September 19, 2016. The position can be based in either the Carson City or Las Vegas Office of the LCB. Please note that occasional travel between Carson City and Las Vegas is required to ensure program needs are met.

Salary and Benefits

The salary range is \$43,180 to \$63,830 (Grade 33) 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 a Legislative Counsel Bureau 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 kkruise@lcb.state.nv.us.

Closing Date: August 5, 2016 at 5 p.m.

NOTE: The Legislative Counsel Bureau is an Equal Opportunity Employer and does not discriminate based on race, creed, color, national origin, sex, sexual orientation, gender identity or expression, age, political affiliation or disability.

RESEARCH ASSISTANT/PROGRAM FACILITATOR CONSTITUENT SERVICES UNIT

Annual Salary Range: \$43,180 to \$63,830 (Grade 33)
(Employee/employer paid retirement/health insurance)

DEFINITION OF CLASS

The Research Assistant/Program Facilitator works under the direct supervision of the Manager of the Constituent Services Unit (CSU) in the Research Division of the Legislative Counsel Bureau. The employee performs administrative tasks, coordinates various activities, and produces training/supportive products relating to programs and projects assigned to CSU by legislators and others involved with certain programs and projects. With limited supervision, he or she oversees communication and handles scheduling, prepares correspondence, responds to inquiries, and provides other products as required. The Research Assistant/Program Facilitator assists CSU staff in responding to inquiries from the public, organizations, and other governmental entities. All work is performed on a professional, nonpartisan basis.

MINIMUM QUALIFICATIONS

Education and Experience

An associate's or bachelor's degree from an accredited college or university, or significant experience with progressive responsibility in program management, customer service, and scheduling is required.

Knowledge, Skills, and Abilities

- Project management and office administration skills, and knowledge of basic computer applications.
- Exceptional communications skills, both written and oral, and the ability to assemble and analyze resource materials quickly and accurately.
- A "self-starter" able to work under pressure, and produce work of superior quality.
- Able to work with a broad range of people without letting personal opinions or positions influence work procedures, products, or relationships.

EXAMPLES OF DUTIES (This is only a partial description; other duties may be required.)

- Serve as the primary facilitator and contact for the assigned programs and work closely with legislators, key personnel, and participants, both adults and youth.
- Organize and oversee meetings and events, anticipate needs, and meet deadlines.
- Prepare related correspondence, agendas, and training materials.
- Manage legislative outreach programs for students and act as a liaison with school districts for legislative events.
- Maintain records and statistics for programs and provide status updates to managers.
- Conduct research to draft proclamations/certificates of recognition for groups or individuals.
- Respond to constituent inquiries and assist CSU Research Analysts, as assigned.

Please note that occasional travel between Carson City and Las Vegas, and weekend or evening hours are required to ensure program needs are met.