

NEVADA LEGISLATIVE COUNSEL BUREAU

Carson City, Nevada



LIBRARY TECHNICIAN III

(Permanent Position)

The Legislative Counsel Bureau is the full-time, central, nonpartisan staff of the Nevada State Legislature. The Library Technician III is assigned to the Research Division, the general information, policy analysis, and service arm of the Legislature. The technician's responsibilities include maintaining and contributing to various collections, notebooks, files, and databases; serving as back-up staff for the Library's reference desk; and assisting research librarians in performing their duties and preparing final work product. All work is performed on a professional, nonpartisan basis.

Please review the following pages for the minimum qualifications and a complete job description.

The Division is recruiting to fill this permanent position in January 2014.

Salary and Benefits

The salary range is \$40,110 to \$59,194 (Grade 32) annually (employee-employer paid retirement), 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.

Submit Legislative Counsel Bureau Employment Application ([click here](#)) and letter of application 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 your application, letter, and résumé. Please utilize Word format and send to kkruse@lcb.state.nv.us.

Closing Date: January 3, 2014 at 5 p.m.

LIBRARY TECHNICIAN III (Permanent Position)

Annual Salary Range: \$40,110 to \$59,194 (Grade 32)
(Employee/employer paid retirement)

DEFINITION OF CLASS

Works under the supervision of the Legislative Librarian on projects related to legislative library materials and research. Directly assists librarians in performing their duties and preparing final work product. Daily contact with librarians and occasional contact with legislators, legislative staff, state employees, and the public. Responsibilities include organizing and maintaining library collections, and providing general support for the services of the Library. All work is performed on a professional, nonpartisan basis.

MINIMUM QUALIFICATIONS

Education and Experience

Graduation from high school, or equivalent education. Bachelor's degree from an accredited college or university preferred. Experience in progressively responsible clerical work, information management, and/or research preferred. Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be considered on an individual basis.

Knowledge, Skills, and Abilities

- Understanding of the legislative process, the relationships among offices within the Legislature, and policies and practices of the Legislature.
- Detail-oriented. High level of accuracy, consistency, and thoroughness.
- Excellent written communication skills (e.g. spelling, grammar). Ability to compose business correspondence.
- Positive, professional, and friendly customer-service approach when dealing with staff and others. An ability to work with a broad range of people without letting personal opinions or positions influence work procedures or products is required.
- Ability to organize and prioritize assigned tasks, as well as work on deadline.
- The position requires a "self-starter," able to take initiative and work independently and with little supervision.
- Willingness to learn and accept new projects.

- High technical aptitude. Proficient in use of computers including software such as Word, Adobe Acrobat Pro, and Excel.
- Regular, consistent, and predictable attendance.
- Ability to learn and follow the rules, policies, and procedures established by the Research Division and the Legislative Counsel Bureau.
- Discretion. Must be able to maintain confidentiality.

EXAMPLES OF DUTIES

The following is only a partial description and is not restrictive as to the duties of the position:

- Maintains the neat and functional appearance of the Library by filing, clearing the tables of materials, re-shelving materials, and straightening the shelves as needed.
- Assists in the processing of library materials, including the routing of periodicals.
- Maintains and contributes to various collections, notebooks, files, and databases.
- Provides general clerical and data entry support for library services.
- Photocopies and scans materials; maintains equipment; solves minor equipment problems.
- Processes legislative history materials, including committee minutes.
- Serves as back-up for staffing the reference desk, including, but not limited to, answering phone calls and responding to e-mails.

This position typically works Monday through Friday, 8 a.m. to 5 p.m. Overtime may be required, especially during the legislative session.