

# NEVADA LEGISLATIVE COUNSEL BUREAU

## Carson City, Nevada

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### SENIOR RESEARCH SECRETARY



The Legislative Counsel Bureau is the full-time, central, nonpartisan staff of the Nevada Legislature. The Senior Research Secretary is assigned to the Research Division, the general information, policy analysis, and service arm of the Legislature. The Senior Research Secretary performs responsible work, which includes assisting research analysts assigned to standing committees during legislative sessions; supporting statutory and interim committees; and producing minutes during the interim between legislative sessions. The Division's secretarial positions require assisting research analysts in performing their duties and preparing final work products for legislators and their constituents. All work is performed on a professional, nonpartisan basis.

The Division is recruiting to fill one or more permanent Senior Research Secretary positions beginning on or around September 8, 2014. In addition, the Division will use this same recruitment to fill one or more temporary session-hire positions beginning on or around October 1, 2014, and ending on or before June 30, 2015. Please review the following pages for the minimum qualifications and a complete job description.

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### Salary and Benefits

The salary range is \$36,915 to \$54,204 (Grade 30) 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.

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 [kkruse@lcb.state.nv.us](mailto:kkruse@lcb.state.nv.us).

**Closing Date: August 11, 2014 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.**

**SENIOR RESEARCH SECRETARY**  
Annual Salary Range: \$36,915 to \$54,204 (Grade 30)  
(Employee/employer paid retirement)

**DEFINITION OF CLASS**

The Senior Research Secretary performs responsible secretarial work, with minimum supervision, and assists research analysts in performing their duties and preparing final work products. 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 experience 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 and a sound knowledge of office methods and procedures. Applicants also must exhibit an ability to compile data, compose correspondence with the highest grammatical standards, and prepare a comprehensive set of summary minutes that accurately reflects the activities of a meeting or hearing. The position requires a person who is reliable working with deadlines and producing a significant quantity of work products of superior quality. An ability to work with a broad range of people without letting personal opinions or positions influence work procedures or products is mandatory. A demonstrated ability to proofread is essential.

An ability to establish and maintain courteous, effective relationships with other employees, legislators, representatives of governmental agencies, and the public is required.

Additionally, this position requires that the person have the ability to learn and follow the rules, policies, and procedures established by the Research Division and the Legislative Counsel Bureau and to become familiar with Nevada state government and various government publications. It also requires a willingness to learn and accept new projects, apply a variety of computer applications and software, and operate office equipment. Finally, an ability to speak and read Spanish is desirable.

## Key Competencies

- Attention to detail
- Confidentiality
- Initiative
- Microsoft Office skills
- Planning and organizational skills
- Reliability
- Stress tolerance
- Time management

## **EXAMPLES OF DUTIES**

The following is a partial description of the duties of a Senior Research Secretary and is not restrictive as to the duties required.

- Compiles and prepares, in final form, legislative information for publications produced by the Research Division;
- Provides clerical and secretarial support to research staff;
- Assists research analysts with various duties associated with the legislative interim and session;
- Uses multiple computer applications and software;
- Maintains calendars and files;
- Carries out assigned special projects on an ongoing and independent basis;
- Monitors specific network drives or folders throughout the day to ensure expeditious processing of all work products;
- Provides secretarial assistance with research projects as required;
- During the interim period between legislative sessions, serves as the secretary for interim committees and is responsible for: (1) coordinating meeting arrangements, including accommodations and transportation; (2) scheduling meetings; (3) posting and processing meeting agendas; (4) uploading materials to the legislative webpage; (5) attending meetings; and (6) preparing minutes;
- Assists research analysts with various duties associated with committees and when responding to constituent requests;
- Assists research analysts assigned to standing legislative committees during legislative sessions, including tracking the status of legislation, preparing documents for analysts' use in committee work sessions, and proofreading floor statements and summaries of legislation;
- Assists with answering telephone calls; and
- Works overtime, particularly to meet deadlines during the interim and legislative session.

This 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.