

NEVADA LEGISLATIVE COUNSEL BUREAU



RESEARCH ANALYST CONSTITUENT SERVICES UNIT (Temporary Position in Las Vegas)

The Legislative Counsel Bureau (LCB) is the full-time, central, nonpartisan staff of the Nevada State Legislature. The Research Analyst is assigned to the Constituent Services Unit of the LCB Research Division. Under general supervision, the analyst performs substantive and "quick-response" research into a broad variety of subjects at the request of legislators and their constituents. All work is performed on a professional, nonpartisan basis.

Minimum qualifications for the position include a bachelor's degree from an accredited college or university. Experience in constituent services, public policy analysis and/or research is preferred. Previous work with elected officials is desirable, but not required. Ability to speak, read, and write both in English and Spanish languages and to translate Spanish to English and English to Spanish is also highly desirable.

The Division is recruiting to fill one or more temporary session-hire positions beginning on or around October 6, 2014, and ending on or before June 30, 2015. The position(s) will be based in the Las Vegas Office of the LCB, with some limited travel required to and from the Legislative Building in Carson City.

Salary and Benefits

The salary range is \$47,606 to \$70,804 (Grade 36) 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 kkruise@lcb.state.nv.us.

Closing Date: September 8, 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.

RESEARCH ANALYST—CONSTITUENT SERVICES UNIT
(Temporary Position for the 2015 Legislative Session,
Position Ends June 2015)

Annual Salary Range: \$47,606 to \$70,804

(Employee/employer paid retirement/health insurance)

Salary will be reduced by up to 48 hours of unpaid furlough hours per fiscal year of employment.

DEFINITION OF CLASS

Works under the direct supervision of the Manager of the Constituent Services Unit in the Research Division of the Legislative Counsel Bureau. Performs in-depth and quick-response research into a broad variety of subjects at the request of legislators and their constituents. With limited supervision, prepares research papers, statistical analyses, speeches, and other products as required. Responds to inquiries concerning Nevada's government, laws, and public problems from residents, counterpart agencies, national associations, public officials in other states, and the Federal Government. All work is performed on a professional, nonpartisan basis.

MINIMUM QUALIFICATIONS

Education and Experience

A bachelor's degree from an accredited college or university. Experience in constituent services, public policy analysis and/or research is preferred. Previous work with elected officials is desirable, but not required.

Knowledge, Skills, and Abilities

Must possess broad knowledge of academic, private, and government research resources. An understanding of formal research techniques, including basic computer applications and an ability to organize and display statistical data is preferred. Must possess exceptional communication skills, both written and oral. Must be able to assemble and analyze resource materials quickly and accurately. The position requires a "self-starter" who is able to work under pressure, and who produces a significant quantity of work products of superior quality. Must have demonstrated ability to work with a broad range of people without letting personal opinions or positions influence work procedures or products.

An ability to read, write, and speak both English and Spanish is highly desirable.

EXAMPLES OF DUTIES (The following is used only as a partial description and is not restrictive as to the duties required.)

Perform basic research as directed. Assist legislators in dealing with constituents' problems and prepare related correspondence with agencies and constituents on behalf of legislators. Write speeches for legislators. Compile data that may be presented to the Legislature in the form of charts and tables. Respond to public inquiries concerning Nevada's government and laws.