



**NEVADA LEGISLATIVE COUNSEL BUREAU
ADMINISTRATIVE DIVISION
SESSION MAIL CLERK**

POSITION: Session Mail Clerk, Temporary Full-Time Employment, Carson City, NV
Contact: Ken Kruse, Human Resources/Accounting, 775.684.6966

SALARY AND BENEFITS:

Grade 23-1, (\$15.04 per hour at the Employee/Employer Retirement Rate); Benefits include: Paid holidays, annual leave, sick leave, insurance, which become effective after the appropriate waiting periods. An explanation of the retirement options and information regarding state retirement benefits may be accessed at <http://nvpers.org/>.

A description of the current health and dental benefits provided to all state employees is available at <http://pebp.state.nv.us/plans/new-hire-resources/>. Other optional benefits are also available, including a deferred compensation program.

This position is temporary and will continue as needed until on or before June 30, 2021.

SUMMARY:

The person in this position is responsible for distributing regular mail, state interdepartmental-office mail and internal mail for the Legislative Counsel Bureau and works under the direct supervision of the General Services Unit Supervisor. Which includes, but is not limited to: distribution of the mail, rearranging office furniture, shipping and receiving, inventory control, and other duties as assigned. Current team consists of four full time, year round staff and two temporary session staff.

Below is a list of duties and responsibilities of the positions as well as knowledge and abilities necessary to do the job. This list provides a range of duties performed by employees who hold this position. It does not list all of the duties of the job.

DUTIES & RESPONSIBILITIES:

- Identify and sort mail for delivery to all units of the Legislative Counsel Bureau (LCB).
- Make timely deliveries within LCB buildings and to other state agencies and businesses as directed.
- Integrate updated materials to outdated publications, such as the Nevada Revised Statutes, Criminal Law Manuals, Children and Family Law Manuals, and the Nevada Administrative Code.
- Handle requests for shipping and receiving including package delivery and pick up.
- Use x-ray machine to inspect and identify possible threats in mail.
- Help maintain certain records such as shipping logs, publication invoices and purchase orders.
- Monitor inventory of supplies and materials.
- Assist in moving furniture such as office desks, bookshelves, filing cabinets, chairs and couches.
- Assist with the maintenance and repair of equipment.

KNOWLEDGE OF:

- Methods and practices of the following organizations: the State of Nevada Mail Room, U.S. Postal Service, Federal Express, United Parcel Services and other shippers.
- Use and operation of a wide variety of tools and equipment used in office and warehouse facilities.
- Basic computer skills, including Microsoft Office products.
- Safe working practices.

ABILITY TO:

- Quickly read and interpret documents, manuals, and instructions.
- Communicate effectively verbally and in writing.
- Collaborate within the General Services Unit and across the LCB.
- Effectively organize and multi-task as part of a team and independently.
- Effectively prioritize tasks and manage time.
- Perform at a high level under difficult deadlines and during intense projects.

WORKING CONDITIONS:

- Work environment may include exposure to dirt, pollen, insects, inclement weather, moving equipment, noise from equipment and extreme temperatures.
- Must be able to frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 65 pounds.
- Overtime is required as needed, especially during peak times in preparation for the legislative session and during the legislative session.

EDUCATION AND EXPERIENCE:

- Graduation from high school or equivalent education.
- Valid Nevada Driver's License with a satisfactory driving record.

APPLICATION PROCESS:

The Legislative Counsel Bureau (LCB) is the central non-partisan staff agency serving the Nevada Legislature. Applicants are subject to a background check and any offer of employment will be contingent upon the results of the background check.

All applicants must submit an LCB Employment Application and current resume. The LCB application can be found at: www.leg.state.nv.us/openings. Applications must be submitted by no later than 12:00 p.m. on Friday, October 2, 2020 and may be submitted by email to kkruse@lcb.state.nv.us or by mail to:

Legislative Counsel Bureau
Attn: Ken Kruse, Human Resources/Accounting
401 S. Carson Street
Carson City, NV 89701-4747

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

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