



**NEVADA LEGISLATIVE COUNSEL BUREAU  
ADMINISTRATIVE DIVISION, LAS VEGAS OFFICE  
SESSION OFFICE ASSISTANT**

**POSITION:** Session Office Assistant, Temporary Full-Time Employment, Las Vegas, NV  
**Contact:** Ken Kruse, Human Resources, 775.684.6966

**SALARY AND BENEFITS:**

Grade 25 (\$16.27 to \$23.54 per hour DOE, at the Employee/Employer Retirement rate).  
Benefits include: Paid holidays, annual leave, sick leave, insurance after 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 <https://pebp.state.nv.us/plans/new-hire-resources/>. Other optional benefits are also available, including a deferred compensation program.

This position will end on or before June 30, 2021.

**SUMMARY:**

The Session Office Assistant is a temporary position which will be responsible for providing enhanced cleaning services and maintenance to the Las Vegas Office of the Legislative Counsel Bureau. Such services may include cleaning committee rooms, conference rooms, offices, kitchen and common areas, and restrooms. The person in this position will also provide general clerical services as needed which may include setting up committee rooms, making copies, distributing pens, notepads, and other supplies, and greeting and providing assistance to persons who come to the office.

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

**DUTIES & RESPONSIBILITIES:**

- Reading work schedules and following assigned cleaning tasks.
- Cleaning all committee rooms including vacuuming, dusting, cleaning chairs, glass cleaning, and trash removal.
- Disinfecting and cleaning tables, countertops, and dais surfaces of committee rooms after each meeting throughout the day.
- Cleaning offices including removing trash, carpet vacuuming and extracting, dusting furniture and removing marks from walls, baseboards and chair rails.
- Cleaning and disinfecting restrooms.
- Performing assigned clerical duties which may include filing, typing, scheduling, prepping committee rooms, making copies, answering phones, monitoring inventories, organizing mail, data entry, and other general clerical assignments.
- Other duties as assigned.

**KNOWLEDGE OF:**

- Proper cleaning and maintenance methods to meet cleaning standards.
- Knowledge of SDS sheets (Safety Data Sheets) for the correct use of cleaning compounds and disinfecting chemicals.
- Use and operation of a wide variety of tools and equipment for cleaning and maintenance.
- Safe working practices.
- Microsoft Office.

**ABILITY TO:**

- Communicate effectively in writing and orally.
- Read and comprehend instructions and assignments.
- Maintain effective and respectful working relationships with others.
- Safely operate tools and equipment.
- Apply common sense understanding, patience, and sound judgment to carry out instructions and address problems related to job duties.
- Deal tactfully, professionally, and courteously with members and staff of the Legislature, other state personnel and the public.
- Be punctual and dependable.

**WORKING CONDITIONS:**

- Various conditions including exposure to dirty restrooms, windows, and general offices.
- Exposure to various cleaning products and cleaning tools and equipment.
- Must be able to perform the following motions in a fast paced environment: walking, bending, twisting, scrubbing, stretching, pushing, pulling and climbing. Candidates will be asked to frequently move and/or lift up to 50 pounds and occasionally move and/or lift up to 80 pounds.
- This position may require overtime, possible graveyard shifts and on-call duties, especially in preparation for the legislative session and during peak times during the 2021 Legislative Session. Candidate must be able to work a flexible schedule.
- This position is located in Las Vegas, Nevada.

**EDUCATION AND EXPERIENCE:**

- Graduation from high school or equivalent.
- One year experience in the janitorial or related field preferred.
- Clerical experience preferred.

**APPLICATION PROCESS:**

The Legislative Counsel Bureau (LCB) is the central non-partisan staff agency serving the Nevada Legislature. The LCB invites interested applicants to fully familiarize themselves with the above outlined duties, abilities, and job functions. Any offer of employment is conditional upon completing a background check.

All applicants must submit an LCB Employment Application and a current resume. The LCB application can be found at: <http://www.leg.state.nv.us/App/CareerOpenings/A/>.

Applications will be accepted until the position is filled. Hiring may occur at any time during the recruitment process. The application and resume may be submitted by email to [kkruise@lcb.state.nv.us](mailto:kkruise@lcb.state.nv.us), or mailed to:

Legislative Counsel Bureau  
Attn: Ken Kruse, Human Resources  
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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