



**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, (\$13.76 per hour at the Employee/Employer Retirement Rate); Benefits include: Paid holidays, annual leave, sick leave, insurance; 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/all_plan_benefits.htm. Other optional benefits are also available, including a deferred compensation program.

This position is scheduled to begin during the month of August 2016, and will end on or before June 30, 2017.

SUMMARY:

The successful applicant will serve as a primary distributor of U.S. Mail, State Interdepartmental-Office mail and internal mail for Legislative Counsel Bureau. The successful applicant will work under the direct supervision of the General Services unit supervisor, as well as independently. Work 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.

This job description provides a list of the range of duties performed by employees who hold this position. It does not list all of the duties of the job. To meet the needs of the Administrative Division, an employee in this position may be asked by supervisors to perform other duties in addition to or in lieu of those set forth herein. An employee in this position will be evaluated in part based upon the performance of the tasks listed in this job description. The Administrative Division has the right to revise this job description at any time. The job description is not a contract for employment.

DUTIES & RESPONSIBILITIES:

- Identifies and sorts mail for delivery to all LCB units.
- Maintaining a timetable to make timely deliveries at three separate LCB buildings as well as other state and local places of business.
- Perform integrations of outdated publications, such as, Nevada Revised Statutes, Criminal Law Manuals, Children and Family Law Manuals, and the Nevada Administrative Code.
- Handle Shipping and Receiving requests.
- Inspect and identify possible threats in mail with the aid of X-ray machine to prevent acts of terrorism, destruction of property or harm to people inside the LCB.

- Helps to maintain records of work performed, such as shipping logs, publication invoices and purchase orders.
- Monitors stock of supplies and materials and notifies supervisor of needs.
- Assists in moving, maintenance and repair of equipment and furniture as directed.

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.
- Methods, materials, tools, and equipment used in keeping and maintaining office equipment and furniture for a work and user friendly facility.
- Uses and operation of a wide variety of tools and equipment used in office facilities.
- Basic computer skills including Microsoft Office products.
- Safe working practices.

ABILITY TO:

- Read and interpret documents, manuals, and instructions quickly.
- Communicate effectively, both verbally and in writing.
- Collaborate and build trust within the General Services Unit and across the agency.
- Effectively organize and multi-task as a team or independently.
- Effectively prioritize tasks and manage time to ensure responsiveness to requests.
- Perform at a high level under stressful deadlines and during intense projects.

WORKING CONDITIONS:

- Work environment may include: dirt, pollen, insects, inclement weather, moving equipment, noise from equipment and temperature extremes.
- Must be able to frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 65 pounds.
- Overtime as required, especially during peak times of the year in preparation for session and during 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 to support the legislative branch of government and collectively serves the Nevada Legislature. The LCB invites interested applicants to fully familiarize themselves with the above-outlined duties, abilities, and job functions. Applicants are subject to a background check.

All applicants must submit an LCB Employment Application. The LCB application can be found at: www.leg.state.nv.us/openings. Applications must be submitted no later than Friday, August 5, 2016; at 12:00 p.m., Email may be used to transmit your application, letter and résumé. Please utilize a Word format and send to kkruse@lcb.state.nv.us. Applications may be dropped off in person to Room 1140 of the Nevada Legislature or mailed 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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