



**NEVADA LEGISLATIVE COUNSEL BUREAU
ADMINISTRATIVE DIVISION
STOREROOM CLERK I**

POSITION: Storeroom Clerk I, Full Time Employment, Carson City, NV
Contact: Ken Kruse, Human Resources/Accounting, 775.684.6966

SALARY AND BENEFITS:

Grade 23, (\$28,167 - \$40,507 annually at the Employee/Employer Retirement Rate); Benefits include: Paid holidays, annual leave, sick leave, insurance; all 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.

SUMMARY:

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- Perform integrations of outdated publications, such as, Nevada Revised Statutes and Children and Family Law Manuals;
- 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;
- Upon approval ordering of office supplies and furniture;
- Assists & coordinates in moving, maintenance, room preparation and repair of equipment and furniture as directed.
- Maintain databases for warehouse inventory and legislative materials for Research, Legal and Fiscal.

REQUIRED KNOWLEDGE:

- 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;
- The legislative process and a wide variety of office functions;
- The effective use and operation of technology and software systems, including Microsoft Office;
- Safe working practices.

SKILLS & COMPETENCIES:

- Read and interpret documents, manuals, and instructions quickly
- Effectively organize and multi-task as a team or independently
- Communicate effectively, both verbally and in writing;
- Succinctly summarize or explain complex issues;
- Use exceptional analytical skills to successfully carry out duties;
- Establish and maintain successful working relationships;
- Effectively prioritize tasks and manage time to ensure responsiveness to requests;
- Effectively resolve problems, focused on a solution;
- Perform at a high level of professionalism under deadlines and during critical projects;
- Apply high levels of reasoning and understanding to evaluate issues, solve problems, and carry out daily duties;

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 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, a letter of application and a current résumé, including professional references. The LCB application can be found at <http://www.leg.state.nv.us/App/CareerOpenings/A/>. Applications must be received by Friday, October 23, 2015 at 5:00 p.m. Email may be used to transmit your application, letter and résumé. Please utilize a Word or PDF format and send to kkruise@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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