



**NEVADA LEGISLATIVE COUNSEL BUREAU
ADMINISTRATIVE DIVISION**

**ADMINISTRATIVE ASSISTANT
(Temporary Session Hire)**

Las Vegas, Nevada

Salary up to \$70,282 (employee/employer paid retirement plan)

The Legislative Counsel Bureau (LCB) is seeking a diverse pool of qualified applicants for the position of Administrative Assistant within the Administrative Division. The LCB is a nonpartisan, legislative service agency that provides professional, technical and administrative support to the Nevada Legislature, which convenes biennially in odd-numbered years for 120-day sessions and for rare special sessions during the interim periods. The Administrative Division provides administrative support to the other divisions of the LCB and the Legislature. This is a temporary, full-time position located in Las Vegas, Nevada. Following the legislative session, there may be an opportunity for this position to transition into a permanent role.

Position Description: Under the general supervision of the Deputy Director of Las Vegas, the Administrative Assistant will perform a broad range of secretarial and administrative support duties. Responsibilities of the Administrative Assistant may include, without limitation:

- Providing clerical support for legislative hearings including, without limitation, photocopying, sorting, collecting and transferring materials, which includes travel between buildings, as well as distributing and maintaining handouts and meeting materials;
- Working closely with divisional staff in preparing and setting up meeting rooms for hearings or other meetings;
- Preparing and setting up the dais with nameplates and meeting supplies for legislators and committee staff members;
- Actively monitoring meetings, communicating to committee staff and assisting legislators and presenters;
- Coordinating and managing lunch and beverage services for legislative hearings as requested;
- Responding to requests for information from legislators and the general public;
- Maintaining *Nevada Revised Statutes* (NRS) and *Nevada Administrative Code* (NAC) materials, along with other publications;
- Cleaning and tidying committee rooms after meetings;
- Upholding strict confidentiality standards and adhering to principles of discretion;
- Providing effective backup and support to fellow team members within the Administrative Division, including front desk duties, clerical services, gift shop oversight and other related functions; and
- Performing other duties as assigned.

Minimum Qualifications: The Administrative Assistant will be selected with special preference given to the candidate's training, experience and aptitude in the field of administrative and clerical support. A qualified candidate must have: (1) a high school diploma/GED; or (2) an equivalent combination of education and experience. At least 2 years of experience in the field of administrative or clerical support is preferred.

The ideal candidate will demonstrate:

- Strong organizational, critical thinking and problem-solving skills;
- The ability to independently plan and prioritize tasks;
- Exceptional attention to detail;
- Trustworthiness and professionalism;
- A thorough understanding of the importance of confidentiality in handling documents and communications;
- The ability to thrive in a professional environment alongside legislative and executive branch staff;
- The capacity to cultivate and sustain effective working relationships;
- Proficiency in computer databases and spreadsheets for tracking and organizing records;
- A high level of professionalism, particularly when facing deadlines and during critical projects;
- Punctuality, dependability, self-motivation and excellent customer service;
- The ability to frequently lift and move small to medium items weighing up to 30 pounds, while employing proper safety techniques; and
- The capability to perform tasks such as walking, standing or sitting for extended periods, crouching, gripping, holding, pushing, pulling, bending and reaching above their head.

Salary: The annual salary for this position is based upon a Grade 28, which has a salary range of \$48,086 to \$70,282 under the employee/employer-paid retirement option. An employer-paid contribution plan is also available with a reduced salary in lieu of an employee contribution. Actual starting salary will be based on experience.

Benefits: The benefits include the accrual of paid annual leave and sick leave, health insurance and membership in the state's retirement plan. For additional information on the retirement options and benefits, please visit the [Public Employees' Retirement System of Nevada](#). For a description of the current health, dental and vision benefits, please visit the [Nevada Public Employees' Benefits Program](#). Other optional benefits are also available, including a deferred compensation program.

Working Conditions: The work is performed in a typical office environment in a professional setting. Overtime is required during legislative sessions and certain other periods as necessary to meet the demands of the Legislature. When overtime is worked, the Administrative Assistant may earn compensatory time that can be taken at a later date or be paid for the overtime, consistent with the LCB Rules and Policies and subject to budgetary limits. Occasional travel may be required between Carson City and Las Vegas, Nevada. Such travel may be outside normal business hours.

Application Process: All applicants who meet the minimum qualifications may apply by submitting a [LCB Employment Application](#), cover letter and current resume via email to [LCBHR- jobs@lcb.state.nv.us](mailto:LCBHR-jobs@lcb.state.nv.us) or by mail to:

Legislative Counsel Bureau
Attn: Human Resources
401 S. Carson Street
Carson City, Nevada 89701-4747

Applications will be accepted on a rolling basis and the application period will remain open until the position is filled. Applicants are therefore strongly encouraged to submit their applications as soon as possible. Hiring may occur at any time during the recruitment process.

The successful candidate must undergo a background check.

The Legislative Counsel Bureau is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion or belief, national origin or ancestry, age, sex, sexual orientation, gender identity or expression, disability, pregnancy, domestic partnership, political affiliation, genetic information, or compensation history, or any other characteristic protected by applicable law. The Legislative Counsel Bureau will not tolerate discrimination or harassment based on any of these characteristics, nor will it tolerate unlawful retaliation. Applicants may contact LCBHR@lcb.state.nv.us to request reasonable accommodations to participate in the hiring process and will not be disqualified from consideration based upon such requests.

(Revised 11/21/2024)