



**NEVADA LEGISLATIVE COUNSEL BUREAU
RESEARCH DIVISION**

REFERENCE LIBRARIAN

Carson City, Nevada

Salary up to \$104,713 (employee/employer paid retirement plan)

The Legislative Counsel Bureau (LCB) is seeking a diverse pool of qualified applicants for the upcoming legislative session the position of Reference Librarian within the Research 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 Research Library collects, organizes, and preserves materials related to the Nevada legislative process and other legislative issues for research purposes. This is an unclassified full-time session position with the possibility of converting to a full-time permanent position located in Carson City, Nevada.

Position Description: Under the general supervision of the Legislative Librarian, the Reference Librarian provides professional reference services to legislators, legislative staff, state and local government agencies, and the public. Responsibilities of the Reference Librarian may include, without limitation:

- Providing expertise and responding to questions on legislative materials, the Nevada Legislature's website and Nevada government;
- Researching the history of Nevada legislation, legislators and the Legislature;
- Assisting and training others on researching background and historical information on various topics;
- Maintaining databases of legislative information, including bill histories, legislator details and reports provided to the Legislature, in addition to managing the Research Library's catalog; and
- Performing other duties as assigned.

Minimum Qualifications: The Reference Librarian will be selected with special preference given to the candidate's training, experience and aptitude in the field of library research. A qualified candidate must have: (1) a master's degree from a library or information studies program accredited by the American Library Association; and (2) at least 2 years of professional experience in a library setting, including at least 1 year of providing reference services.

The ideal candidate will demonstrate:

- Exceptional analytical and organizational skills;
- Excellent written and verbal communication skills;

- Strong research and information analysis skills;
- The ability to conduct an effective reference interview;
- Friendly, professional customer service skills via telephone, email, chat, and in person;
- The capacity to perform work with a high level of accuracy, consistency, and thoroughness;
- The ability to organize and prioritize assigned tasks, work under pressure and handle multiple projects, often with varying deadlines;
- The capacity to be a self-starter, take initiative, and work independently with little supervision;
- The ability to work with a broad range of people without letting personal opinions influence work procedures or products;
- A thorough understanding of the importance of maintaining discretion, nonpartisanship, and strict confidentiality;
- A high aptitude for technology;
- A willingness and ability to learn new skills, evolving with the job as the Research Library enhances and expands its role in technical applications and customer service;
- Knowledge of concepts in information architecture and user experience; and
- Proficiency in Microsoft Office applications, Adobe Acrobat Pro and Integrated Library System (ILS) software.

Salary: The annual salary for this position is based upon a Grade 37, which has a salary range of \$70,282 to \$104,713 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 library environment. Overtime is required during legislative sessions and certain other periods as necessary to meet the demands of the Legislature. Occasional in-state and out-of-state travel may be required. 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 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 7/1/2024)