



**NEVADA LEGISLATIVE COUNSEL BUREAU
ADMINISTRATIVE DIVISION
General Services Unit**

STOREROOM CLERK I

Las Vegas, Nevada

Salary up to \$73,309 (employee/employer paid retirement plan)

The General Services Unit of the Legislative Counsel Bureau (LCB) is seeking a diverse pool of qualified applicants for the position of Storeroom Clerk I 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 General Services Unit provides logistical support to the legislators, legislative staff and LCB staff. This is an unclassified full-time position located in Las Vegas, Nevada.

Position Description: Under the general supervision of the General Services Supervisor, the Storeroom Clerk I will assist legislators, legislative staff and LCB staff with purchasing, receiving, mail processing, inventory management and distribution, record-keeping, office and furniture moves, office supply procurement, and the receipt and distribution of bills and publications. Responsibilities of the Storeroom Clerk I may include, without limitation:

- Maintaining and monitoring a digital recordkeeping system related to inventory purchases in accordance with purchasing-related statutes and regulations and departmental policies and procedures;
- Identifying inconsistencies or problems to expedite orders, including contacting vendors to resolve problems and arrange for the delivery and return of certain items;
- Operating postage meters and other mail equipment to process letters, flats and packages, including weighing and affixing proper postage to such items;
- Processing certified, registered, insured and FedEx mail, ensuring accurate mailing details by recording addressee, sender and date information, completing mail slips, tracing undelivered items and handling incoming certified, registered, insured and express mail;
- Following safe working practices and safely operating equipment such as forklift, pallet jack and dolly to receive, move, rotate and distribute materials, including completing and maintaining the necessary training and certifications for equipment operation;
- Disposing of obsolete and excess items by inspecting their condition for potential use, transfer or sale and coordinating with the appropriate authorities for proper disposition;
- Effectively planning for future projects and facility needs of the LCB;
- Interacting with personnel from other state agencies and members of the public;
- Providing effective backup support to team members and other units as needed; and
- Performing other duties as assigned.

Minimum Qualifications: The Storeroom Clerk I will be selected with special preference given to the candidate's training, experience and aptitude in the fields of warehouse services and/or mail processing. A qualified candidate must have: (1) a high school diploma/GED or an equivalent combination of education and experience; and (2) a valid driver's license. Previous experience in warehouse services and/or mail processing is preferred.

The ideal candidate will demonstrate:

- The ability to prioritize tasks, including tracking and organizing records through computer databases and/or spreadsheets;
- The ability to work both independently and as part of a team, once trained, and communicate effectively;
- The ability to lift and move items weighing up to 30 pounds, employing proper safety techniques;
- The capacity to climb ladders, operate power and hand tools and use computer and various office equipment; and
- The ability to establish and maintain positive working relationships, resolve problems and perform with a high level of professionalism under deadlines and during critical projects.

Salary: The annual salary for this position is based on a Grade 29, which has a salary range of \$50,153 to \$73,309 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 highly professional environment, providing logistical support to legislators and legislative staff, and may involve exposure to dirt, pollen, insects, inclement weather, moving equipment, equipment noise and temperature fluctuations. Overtime is required during legislative sessions and certain other periods as necessary to meet the demands of the Legislature.

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 7/3/2024)