



**NEVADA LEGISLATIVE COUNSEL BUREAU  
LEGAL DIVISION**

**LEGAL SUPPORT SPECIALIST II  
(Temporary Session Hire)**

Carson City, Nevada

Salary up to \$87,570 (employee/employer paid retirement plan)

The Legislative Counsel Bureau (LCB) is seeking a diverse pool of qualified applicants for the position of Legal Support Specialist II within the Legal 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 Legal Division prepares and drafts legislation and legal opinions, provides legal counsel to legislative committees during the legislative session and interim, works with Executive Branch agencies to prepare and review administrative regulations, represents the Legislature and Legislators in court and other proceedings and provides other assistance to Legislators upon request. In addition, the Legal Division provides legal support to the Legislative Counsel Bureau, including preparing and negotiating contracts, providing legal advice concerning employment and other matters and providing other legal support. This is a temporary, full-time position located in Carson City, 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 Administrator, the Legal Support Specialist II will perform a broad range of responsibilities, such as providing reception and front desk services, offering administrative support to the Legal Division and performing committee secretary duties. Responsibilities of the Legal Support Specialist II may include, without limitation:

- Greeting visitors and managing phone communications;
- Drafting, proofreading and editing legislative documents, reports and correspondence related to legal matters;
- Coordinating travel arrangements and processing travel reimbursements;
- Organizing files and performing data entry into relevant databases or systems;
- Maintaining accurate records and files;
- Preparing and filing documents with the Legislature, the Secretary of State and the courts, ensuring compliance with deadlines;
- Assisting in managing data and tracking Legal Division processes;
- Scanning and shredding confidential documents;
- Filing, copying, typing and preparing files;
- Ordering and stocking office supplies;
- Receiving, sorting and delivering mail and packages;

- Operating office equipment, including copy machines, computers, calculators, facsimile machines, printers and other necessary equipment;
- Coordinating and scheduling meetings and other events, ensuring all logistical aspects are handled and necessary materials prepared;
- Providing comprehensive administrative and secretarial support to legislative committees, including preparing agendas and managing communications;
- Accurately transcribing and proofing meeting minutes, capturing discussions, decisions and action items;
- Acting as a liaison between the committee, legislators, staff and the public;
- Upholding strict confidentiality regarding sensitive discussions, legislative strategies and legal information; and
- Performing other duties as assigned.

**Minimum Qualifications:** The Legal Support Specialist II will be selected with special preference given to the candidate's training, experience and aptitude in the field of office administration. A qualified candidate must have: (1) a high school diploma/GED; and (2) at least 2 years of experience in a professional office setting; or (3) an equivalent combination of education and experience. The successful candidate must obtain a notary public certification within 60 days of hire.

The ideal candidate will demonstrate:

- Strong organizational skills and the ability to effectively multitask;
- Superior attention to detail with strong communication, grammar and spelling skills;
- The ability to work independently with little or no additional training;
- Reliability, self-motivation, flexibility and adaptability;
- Experience in word processing, spreadsheets and database applications;
- The ability to operate typical office equipment, such as phone systems, copy machines and computers;
- The capability to prioritize tasks, meet deadlines and work efficiently under stressful conditions; and
- A commitment to maintaining confidentiality of documents and communications.

**Salary:** The annual salary for this position is based upon a Grade 33, which has a salary range of \$59,257 to \$87,570 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. Overtime is required during legislative sessions and certain other periods as necessary to meet the demands of the Legislature. When overtime is worked, the Legal Support Specialist II may earn compensatory time or receive time and one-half pay, subject to budgetary limits.

**Application Process:** All applicants who meet the minimum qualifications may apply by submitting a [LCB Employment Application](#) 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 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](mailto: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 08/19/2024)