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THE STATE OF NEVADA LEGISLATIVE COUNSEL BUREAU

ADMINISTRATIVE DIVISION Legislative Police Unit

RECEPTION ADMINISTRATIVE ASSISTANT

Carson City, Nevada

Salary up to \$83,666 (employee/employer paid retirement plan)

The Legislative Police Unit of the Legislative Counsel Bureau (LCB) is seeking a diverse pool of qualified applicants for the position of Reception 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 Legislative Police Unit is responsible for providing a variety of law enforcement functions for the LCB. This is a full-time position located in Carson City, Nevada.

Position Description: Under the general supervision of the Office Services Supervisor, the Reception Administrative Assistant will perform general clerical duties including greeting visitors, providing directions and information about agency activities and providing phone coverage, when needed. Responsibilities of the Reception Administrative Assistant may include, without limitation:

- Providing customer service to Legislators, legislative and LCB staff and members of the public visiting the legislative buildings;
- Serving as a liaison between the Legislative Counsel Bureau and the public;
- Scheduling and coordinating building tours;
- Managing submissions of public postings for state agency meetings;
- Performing administrative and general clerical functions;
- Checking in building contractors and maintaining visitor logs; and
- Performing other duties as assigned.

Minimum Qualifications: The Reception Administrative Assistant will be selected with special preference given to the candidate's training, experience and aptitude in administrative functions. A qualified candidate must have: (1) a high school diploma/GED; and (2) at least two years of relevant administrative experience.

The ideal candidate will demonstrate:

- Strong analytical and organizational skills;
- A high level of attention to customer service, with the ability to communicate effectively both verbally and in writing;
- The ability to prioritize tasks efficiently and manage time effectively to ensure responsiveness to requests;
- Punctuality, reliability and dependability;
- A commitment to providing excellent customer service;

- The ability to work both independently and collaboratively with others;
- Professionalism when interacting with LCB employees, Legislators, other agencies and the public;
- Proficiency in using computers for electronic mail, spreadsheet use and creation, word processing, internal calendar programs and general administrative tasks;
- The ability to utilize a variety of office tools, technology and equipment;
- Knowledge of safe working practices and adherence to workplace safety protocols; and
- Flexibility and adaptability to changes in the work environment.

Salary: The annual salary for this position is based upon a Grade 32, which has a salary range of Salary Range \$56,689 to \$83,666 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 may be required during legislative sessions and certain other periods as necessary to meet the demands of the Legislature. When overtime is worked, the Reception 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.

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 3/24/2025)