



**NEVADA LEGISLATIVE COUNSEL BUREAU
FISCAL ANALYSIS DIVISION
ADMINISTRATIVE SERVICES SPECIALIST – CARSON CITY**

The Legislative Counsel Bureau (LCB) is seeking qualified candidates for the position of Administrative Services Specialist within the Fiscal Analysis Division. The LCB is a nonpartisan agency that provides professional, technical, and administrative support to the Nevada Legislature. The Fiscal Analysis Division provides independent review and analysis of budgetary and fiscal matters for the Nevada Legislature during legislative sessions and the interim period between sessions. The Fiscal Analysis Division staffs the Senate Committee on Finance, the Assembly Committee on Ways and Means, the Senate Committee on Revenue and Economic Development, and the Assembly Committee on Revenue. The Fiscal Analysis Division also staffs the Interim Finance Committee, the Interim Retirement and Benefits Committee, the Joint Interim Standing Committee on Revenue, and the Economic Forum.

Position Description: During the legislative session, the Administrative Services Specialist will work with a team of other administrative staff to assist analysts in the Fiscal Analysis Division with proofreading and the production and delivery of a large amount of committee-related documents under a tight time schedule. Administrative staff are also responsible for other session-related tasks such as preparing correspondence, scheduling/monitoring meetings, editing PDFs, distributing mail, directing calls and emails, and other tasks as needed.

When not in a legislative session, the Fiscal Analysis Division staffs interim committees. The Administrative Services Specialist may be assigned to a statutory committee or interim study. Duties include posting agendas, coordinating and attending meetings, preparing meeting materials, scheduling travel, transcribing minutes, and assisting in the preparation of committee reports. Other administrative duties, including but not limited to document filing, proofreading and preparing correspondence, and directing calls and emails, may be assigned.

Salary and Benefits: The annual salary for this position is based on a Grade 32, which has a salary range of \$51,072 to \$75,376, based upon the employee/employer paid retirement option. Actual starting salary will be determined based upon experience. Benefits include accrual of paid annual leave, paid sick leave, health insurance and membership in the state's retirement plan. An explanation of the retirement options and information regarding state retirement benefits may be accessed at <http://nvpers.org/>. A description of the current health and dental benefits is available at: <https://pebp.state.nv.us/plans/plan-documents/>. Other optional benefits are also available, including a deferred compensation program.

Note: *Through the passage of Assembly Bill 522, the 2023 Legislature approved an 11% cost-of-living adjustment that will become effective July 1, 2024, as well as quarterly retention incentives of \$250 for permanent state employees through June 15, 2025.*

Location: The offices of the LCB are based in Carson City, Nevada, within and adjacent to the Legislative Building. In addition, the LCB maintains offices in Las Vegas. This position is based in Carson City.

Qualifications: Graduation from high school or equivalent education is required. Four years of progressively responsible relevant work experience is highly preferred. The following skills and experience are required:

- Exceptional proofreading and editing skills.
- Intermediate or advanced-level experience with Adobe Acrobat Pro and Microsoft Word, Outlook and Excel.
- Excellent typing, grammar, writing and communication skills.

Previous experience transcribing meeting minutes is preferred. This position requires a strong work ethic, a professional demeanor, and the ability to strictly adhere to confidentiality standards. Strong organizational skills, the ability to plan and prioritize tasks, and attention to detail are required. The successful candidate will be able to work under pressure and produce a large quantity of superior quality work product in a timely fashion. The successful candidate will be able to work independently and with a team depending on the assignment.

Working Conditions: The work is performed in a typical office environment in a professional setting. Work hours are 8 a.m. to 5 p.m. Monday through Friday. Overtime is required during legislative sessions, including weekends; a flexible schedule is mandatory. Overtime is compensated at time and a half. The individual in this position may be responsible for frequent deliveries to the Legislative Building during the legislative session.

Application Process: All applicants must submit an LCB Employment Application, located at <https://www.leg.state.nv.us/lcb/Admin/EmploymentOpportunities/fiscal-division>, along with a cover letter, and résumé. Please utilize Microsoft Word or PDF format for application materials.

Applications will be accepted on a first-come, first-served basis and will continue to be accepted until the position is filled. Therefore, applicants are encouraged to apply immediately. Hiring may occur any time during the recruitment process. Applications may be emailed to LCBHR-Employment@lcb.state.nv.us, or may instead be mailed to:

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

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 (GINA), 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 in order to request reasonable accommodations to enable participation in the hiring process. Applicants will not be disqualified from consideration based upon requests for reasonable accommodations.

(Revised 3/19/2024)