



**NEVADA LEGISLATIVE COUNSEL BUREAU
ADMINISTRATIVE DIVISION
COMMITTEE ASSISTANT (SESSION HIRE)**

Position Description: The Legislative Counsel Bureau is seeking qualified candidates to fill three Committee Assistant positions. These positions are temporary for the 2023 Legislative Session, which will begin in January 2023 and end in June 2023. The Legislative Counsel Bureau (LCB) is a nonpartisan agency which provides professional, technical and administrative support to the Nevada Legislature. Committee Assistants are responsible for preparing committee rooms for meetings, including arranging, cleaning and sanitizing rooms, and stocking meeting supplies. Throughout the day, Committee Assistants restock, clean, and monitor hot drink stations in ten committee rooms, maintain a clean and orderly work area in the prep kitchen, including cleaning and organizing all equipment needed to supply hot drink stations, and tracking and ordering supplies for hot drink stations and the prep kitchen. Additionally, Committee Assistants may be assigned other duties as the needs of the Administrative Division require, including but not limited to light cleaning and office tasks. These positions involve working within a highly professional environment with Legislators, LCB and legislative staff and members of the public who visit the Legislative Building.

Salary and Benefits: The salary for this position is based upon a Grade 25, which has an annual salary range of approximately \$34,305 to \$49,652, based upon the employee/employer paid retirement option. Actual salary will depending upon qualifications and experience. Employees receive the same benefits available to state employees generally, which includes paid annual leave, paid sick leave, health insurance and retirement benefits. An explanation of the retirement options and information regarding state retirement benefits may be accessed at www.nvpers.org. A description of the current health, vision and dental benefits available to all employees may be accessed at <https://pebp.state.nv.us/>. Other optional benefits are available, including a deferred compensation program.

Qualifications: Graduation from high school or equivalent education and one year of experience working in a customer service position, or an equivalent combination of education and experience is preferred. Applicants must be professional, punctual and dependable, able to follow a detailed work schedule and written and verbal instructions, to work independently once trained, and to communicate effectively in writing and verbally. The successful applicant will demonstrate an ability to maintain productive and respectful working relationships, apply common sense when carrying out assignments, and resolve any problems related to job duties in an appropriate manner. Applicants should know or be able to learn safe working practices, how to use and operate equipment necessary for hot drink service, and how to use a computer or tablet to obtain information, read emails and instruction manuals, complete forms, and track inventory.

Working Environment: This position is performed in a typical office environment in Carson City, Nevada. Employees will work eight-hour shifts between the hours of 6:00 am and 6:00 pm, including on weekends, and the ability to accept a flexible schedule is required. This position may require overtime and on-call duties. The person in this position must be able to perform the following movements in a fast-paced environment: walk, bend, twist, stretch, push, pull, lift full coffee carafes and move rolling

coffee carts from the prep kitchen to meeting rooms on four different floors using elevators. Professional attire is required, and LCB-branded shirts may be provided.

Application Process: All applicants must submit an LCB Employment Application, which is available at: <https://www.leg.state.nv.us/lcb/Admin/EmploymentOpportunities/administrative-division>.

Applications will be accepted on a first-come, first-served basis and will continue to be accepted until all available positions are filled. Therefore, applicants are encouraged to submit their applications early. Hiring may occur at 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: Ken Kruse, Human Resources
401 S. Carson Street
Carson City, NV 89701

The Legislative Counsel Bureau is an Equal Opportunity Employer and does not discriminate based on 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), 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.

(Revised 12/5/2022)