The Legal Division of the Legislative Counsel Bureau of the State of Nevada is seeking qualified applicants for the full-time position of Document Specialist. The Legislative Counsel Bureau (LCB) is a nonpartisan agency that provides professional, technical and administrative support to the Nevada Legislature. 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. The Legal Division is also responsible for preparing and publishing the Advance Sheets of Nevada Statutes, the Statutes of Nevada, the Nevada Revised Statutes, the Nevada Administrative Code and other official publications of the Legislature and also produces and distributes the Official Nevada Law Library, the searchable and hyperlinked electronic version of the legal publications and other documents.

Position Description: The document specialist’s primary role is proofing various legal documents, including bills and bill drafts, Nevada Revised Statutes, and Nevada Administrative Code.

Qualifications: Applicants must have a high school diploma or GED. College level courses are desirable. Applicants should also have knowledge and experience with word processing (MS Word), superior attention to detail, and strong grammar and spelling skills. The successful candidate will be detail oriented, able to and meet demanding deadlines with a high volume of work output, and to maintain confidentiality of documents and communications and accept and adapt to changes in the work environment.

Salary and Benefits: The annual starting salary is based on a Grade 30, which has a salary range of $41,989 to $61,616, based upon the employee/employer paid retirement option. 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.

Duration: There are permanent and temporary positions available. Temporary positions are currently authorized for 15 months with the possibility of extension to non-temporary positions.

Working Conditions: The work is performed in a typical office environment. Significant overtime is required during legislative sessions and during certain other periods as necessary to meet the demands of the Legal Division.
Application Process: Applicants must submit an LCB application, which may be found at: https://www.leg.state.nv.us/lcb/Admin/EmploymentOpportunities/legal-division. In addition, applicants are encouraged but not required to submit a cover letter with a current résumé.

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 submit the application as soon as possible. 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 89701-4747

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.

(Revised 7/1/2022)