



**NEVADA LEGISLATIVE COUNSEL BUREAU  
LEGAL DIVISION**

**EDITOR**

Carson City, Nevada

Salary up to \$100,098 (employee/employer paid retirement plan)

The Legislative Counsel Bureau (LCB) is seeking a diverse pool of qualified applicants for the position of Editor 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 providing legal advice on various matters and assistance with other legal needs. This is a full-time position located in Carson City, Nevada.

**Position Description:** Under the general supervision of the Editing Manager, the Editor will examine documents prepared by the attorneys of the Legal Division for accuracy, consistency of style, grammar, readability, and conflicts with laws and other relevant authority. Responsibilities of the Editor may include, without limitation:

- Examining and editing documents, including, without limitation, proposed legislation, amendments to legislation and proposed and adopted administrative regulations, and suggesting appropriate edits based on established guidelines;
- Reviewing and revising other legislative documents for clarity, grammar and consistency;
- Conducting thorough legal research to verify the accuracy of references and ensure compliance with Legal Division standards;
- Updating numerous tables used to cross-reference statutes and regulations;
- Assisting with the codification of statutes and regulations and the final publication of the *Nevada Administrative Code*;
- Ensuring accuracy and adherence to formatting standards in all published materials;
- Proofreading bills and other documents for errors;
- Managing the editorial workflow, including prioritizing tasks and meeting deadlines;
- Performing routine office tasks, such as filing, organizing, and managing documentation as needed;

- Drafting documents and providing support to the attorneys and other staff within the Legal Division;
- Maintaining accurate and confidential legislative and legal files, ensuring proper organization and secure handling of sensitive communications and documents;
- Creating and maintaining various workflow documents for the Editing Unit to ensure efficient processing and tracking of legislative materials; and
- Performing other duties as assigned.

**Qualifications:** The Editor will be selected with special preference given to the candidate's training, experience and aptitude in the field of legal research and editing or general legal office support. A qualified candidate must have: (1) a bachelor's degree in English or journalism or a related field that demonstrates comprehensive knowledge of the English language; and (2) at least 2 years of experience in a professional office setting; or (3) an equivalent combination of education and experience. Coursework in paralegal studies or legal research is preferred.

The ideal candidate will demonstrate:

- Exceptional analytical skills, including advanced reading comprehension and the ability to synthesize complex information;
- Exceptional attention to detail;
- An excellent command of formal English, with exceptional written and verbal communication skills;
- Strong organizational skills, including the ability to prioritize and multitask effectively and independently;
- Precision in reviewing legislative and other legal documents to ensure accuracy;
- The ability to adhere to and meet demanding deadlines in a dynamic environment to ensure the timely completion of tasks;
- The ability to exercise good judgment and discretion;
- The ability to work both independently and productively for extended periods, as well as collaboratively with a small team;
- The ability to accept and adapt to changes in the work environment;
- A thorough understanding of the importance of maintaining discretion, nonpartisanship and strict confidentiality, with a proven ability to consistently uphold these principles;
- Proficiency in standard office applications, including word processing and spreadsheets; and
- A general understanding of legislative processes and the ability to navigate and interpret related procedures.

**Salary:** The annual salary for this position is based upon a Grade 36, which has a salary range of \$67,296 to \$100,098 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. Significant overtime is required during legislative sessions and certain other periods as necessary to meet the demands of the Legislature. When overtime is worked, the Editor 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](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 11/14/2024)