



**NEVADA LEGISLATIVE COUNSEL BUREAU  
FISCAL ANALYSIS DIVISION  
RECEPTIONIST**

The Legislative Counsel Bureau (LCB) is seeking qualified candidates for the position of Receptionist within the Fiscal Analysis Division. The LCB is a nonpartisan agency which 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:** The Receptionist is responsible for greeting visitors, directing calls, sorting and distributing mail, photocopying, filing, ordering office supplies, preparing correspondence, and other administrative duties as required. During the legislative session, the Receptionist works with a team of administrative staff to assist analysts in the division with proofreading. The administrative staff in the Fiscal Analysis Division assist in the production of a large amount of high-quality work under a tight time schedule.

**Salary and Benefits:** The annual salary for this position is based on a Grade 28, which has a salary range of \$38,314 to \$55,958, 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.

**Qualifications:** Graduation from high school or equivalent experience is required. Three years of progressively responsible relevant work experience is preferred. The successful applicant will demonstrate excellent customer service skills and a professional demeanor. Candidates must be able to handle changing priorities in a fast-paced environment, especially during the legislative session. Computer experience (Microsoft Word and Outlook) and excellent typing, grammar, writing and communication skills are required. This position requires excellent editing and proofreading skills, strong organizational skills, the ability to plan and prioritize tasks, and attention to detail. The position also requires a high degree of confidentiality, a strong work ethic,

and punctuality. The candidate must be able to work independently and with a team depending on the assignment.

**Working Conditions:** The work is performed in a typical office environment. 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 will be responsible for delivering documents to the Legislative Building during the legislative session, which requires a significant amount of walking.

**Application Process:** Applications must be received by **Tuesday, June 21, 2022**. All applicants must submit an LCB Employment Application, which is located at <https://www.leg.state.nv.us/lcb/Admin/EmploymentOpportunities/fiscal-division>, a cover letter and résumé. Please use Microsoft Word or PDF format for application materials. Applications may be emailed to [LCBHR-Employment@lcb.state.nv.us](mailto:LCBHR-Employment@lcb.state.nv.us), or may be mailed to:

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

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(Revised 5/24/22)