NEVADA LEGISLATIVE COUNSEL BUREAU
RESEARCH DIVISION
GRAPHIC DESIGNER

The Research Division of the Legislative Counsel Bureau (LCB) of the State of Nevada is seeking qualified applicants for the position of Graphic Designer. The LCB is the full-time, central, nonpartisan staff agency that provides professional, technical, and administrative support to the Nevada Legislature. The Research Division provides policy analysis, research, and assistance to the Legislature—including legislators, legislative committees, and constituents—and produces publications related to the Legislature and public policy.

The Division is recruiting to fill one full-time Graphic Designer position beginning on or after July 1, 2022. In addition, the Division may use this same recruitment to fill one or more other positions that may become available during the 2021-2022 Interim and before the 2023 Legislative Session, including certain “session hire” positions that may be available.

Position Description: With oversight from Research Division management, the Graphic Designer is responsible for leading the design and presentation of a wide variety of publications and other work products for print and electronic publication. The Graphic Designer provides guidance and advice on the creative direction for the Division’s work products and assists in the implementation of brand guidelines. The Graphic Designer also coordinates the production of major documents and serves as the Division’s liaison to the State Printing Office. All work is performed on a professional and nonpartisan basis.

Qualifications: Minimum qualifications for this position include an associate’s or bachelor's degree from an accredited college or university in graphic design or a closely related field, with course work in design and production. In addition, two years of experience performing graphic arts and design work using graphics software for the design of professional reports, brochures, catalogs, books, instructional materials, and/or other publications is desired. Consideration may be given to applicants with an equivalent combination of education and/or experience.

Knowledge, Skills, and Abilities: The successful candidate must possess excellent graphic design skills and detailed knowledge of: art production, page layout, general design principles, Adobe Creative Cloud applications (including InDesign, Illustrator, Photoshop, and Acrobat), and print production. The position requires a person with keen attention to detail and exemplary
time management skills who can work under pressure to produce a significant quantity of work products of superior quality within specific deadlines. The Graphic Designer must also be a flexible team player who is able to work collaboratively to develop creative solutions, and to give and receive constructive criticism. He or she must possess the ability to work well with a broad range of people without letting personal opinions or positions influence work procedures or products.

The Graphic Designer must be able to:

- Lay out text and graphics across different (primarily print) media, including brochures, pamphlets, fact sheets, policy reports, manuals, books, and other work products;
- Create and manipulate infographics and other visual elements;
- Prepare press-ready files and artwork;
- Work closely with other Division staff to collaborate on effective methods for clearly communicating complex information in a visual format;
- Develop familiarity with the Division’s brand guide and LCB style, and work within appropriate visual guidelines when creating branded and non-branded publications;
- Modify layouts and create templates in various programs including Adobe InDesign and Microsoft PowerPoint and Word; and
- Communicate design choices clearly and explain technical information or methods related to art production or printing to coworkers.

Familiarity with ADA compliance as it relates to publications created in various applications and converted to PDF format is a plus, as is knowledge of trademark and copyright permissions when procuring graphics.

**Location:** The offices of the LCB are primarily based in Carson City, Nevada, within and adjacent to the Legislative Building. In addition, the LCB maintains offices in the Grant Sawyer Office Building in Las Vegas. This position is based in Carson City, although some members of the Research staff are located in Las Vegas and travel to Las Vegas may be required.

**Salary and Benefits:** The salary for this position is a pay grade 34, with an annual salary range of approximately $49,652 to $73,602 annually, based upon the employee/employer paid retirement option. Compensation will depend on qualifications, education, and experience. Employees receive the same benefits available to state employees generally, including 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](http://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/](https://pebp.state.nv.us/). Other optional benefits are available, including a deferred compensation program.

**Working Environment:** The position is performed in a typical office environment in a professional setting. A portion of the position’s duties may be performed virtually and remotely,
in certain situations and at the discretion of management. During parts of the two-year legislative cycle, significant overtime is required as necessary to meet the demands of the Research Division. This position may require overnight in state and out-of-state travel.

**Application Process:** All applicants must submit an [https://www.leg.state.nv.us/lcb/Admin/EmploymentOpportunities/research-division](https://www.leg.state.nv.us/lcb/Admin/EmploymentOpportunities/research-division), a letter of interest with résumé, and relevant work samples (via link to online portfolio or electronic attachment).

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](mailto: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

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