



**NEVADA LEGISLATIVE COUNSEL BUREAU  
INFORMATION TECHNOLOGY SERVICES UNIT  
IT TRAINER**

The Legislative Counsel Bureau (LCB) is seeking qualified candidates for the position of IT Trainer. The LCB is a nonpartisan agency that provides professional, technical, and administrative support to the Nevada Legislature. The IT Trainer works within the Information Technology Services (ITS) Unit, which provides technical support to legislators, the LCB, and legislative staff.

**Position Description:** This position reports to the ITS Unit Chief. Duties include training users in new software, equipment, or procedures that are used by the LCB and/or the user's position. Duties also include, but are not limited to, developing procedural and software documentation; responding to requests via email, phone, or in person; providing timely onsite support; maintaining confidentiality; defining areas for training improvement in various divisions and selecting the best course of action; conducting outreach to stakeholders and divisions to deploy technological initiatives involving training on new platforms, and establishing and maintaining good team and customer relations.

**Salary and Benefits:** The salary for this position is a Grade 35, which has an annual salary of approximately \$51,281 to \$76,170, based upon the employee/employer paid retirement option. Employees receive the same benefits available to state employees generally, which include 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/>. Other optional benefits are available, including a deferred compensation program.

**Location:** The offices of the LCB are mostly based in Carson City 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. The Legislative Building shares grounds with the State Capitol, providing a beautiful and pleasant work environment. Carson City and the surrounding areas offer an array of housing options. In addition, Carson City is surrounded by the beautiful Sierra Nevada mountain range and offers world class skiing and golfing as well as hiking, biking, and various other outdoor activities and cultural events, not to mention an average of over 320 days of sunshine each year.

**Qualifications:** The successful applicant will have either three or more years of professional and progressively responsible training experience relevant to the duties of the position, or an equivalent combination of education and experience. Preference will be given to applicants with strong verbal

and written communication skills, excellent customer service skills, and a background in providing technological training or support. Preference will also be given to applicants with industry experience who are up to date on the latest technology. Training-related certifications are preferred, but not required.

**Knowledge and Skills Required:** The person in this position must have knowledge of Windows 10, Microsoft Office Suite, Microsoft Office Cloud, Microsoft Learning Pathways, Microsoft Documentation, experience training on in-house developed applications, as well as the ability to provide thorough in-person and remote training to Legislators and other LCB staff. Preference will be given to applicants with experience in both virtual and in-person training as well as virtual training video production. The ideal applicant will have excellent interpersonal skills when training staff as well as strong organizational and time-management skills.

**Working Environment:** The position is performed in a typical office environment. The person in this position will walk, stand, crouch, grab, hold, push, pull, bend, raise arms above the head, sit for extended periods, and operate a computer and other office equipment. Significant overtime is required during the legislative session and may also be required at other times as needed.

**Application Process:**

Applicants are required to have a background check and any offer of employment is conditional pending the results of the background check.

All applicants must submit an LCB Employment Application which is located at <https://www.leg.state.nv.us/lcb/Admin/EmploymentOpportunities/admin-division-information-technology-services> . Applicants are also encouraged to submit a cover letter and résumé with references. Applicants are encouraged to submit the application as soon as possible since the position may be filled at any time. Applications may be submitted by email 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 4/4/2022)