



**NEVADA LEGISLATIVE COUNSEL BUREAU
INFORMATION TECHNOLOGY SERVICES UNIT
ADMINISTRATIVE COORDINATOR**

Position Description

The Legislative Counsel Bureau (LCB) is seeking qualified candidates for the position of Administrative Coordinator. The LCB is a nonpartisan agency that provides professional, technical, and administrative support to the Nevada Legislature. The Information Technology Services Admin Group is within the Information Technology Services unit (ITS) of the LCB.

Under the direction of the ITS Deputy Unit Chief, the Administrative Coordinator performs a wide range of secretarial, administrative, and customer relations services. This position will function as the liaison between the ITS Administrative team and the rest of ITS regarding unit activities, various business operations, announcements, timesheets, and scheduling. This position may also assist managers and professional staff in administrative areas of their work.

Job responsibilities will include:

- Provide general clerical and secretarial support to ITS staff
- Assist in team communications
- Maintain unit calendars and channels in Teams
- Documenting of unit processes
- Review, check, and print timesheets each bi-weekly pay period
- Place orders for ITS staff and LCB staff
- Facilitate the procurement, receipt, maintenance, and tracking of hardware and software assets
- Assist in the recruitment process by organizing recruitment materials, contacting candidates, and scheduling interviews
- Communicate with new and existing vendors
- Scheduling of ITS events, LCB trainings, and other LCB events
- Other duties as assigned

Knowledge and Skills

The ideal applicant will have experience in customer service as well as a well-rounded and broad skill set that includes any number of the skills listed below.

Experience in the following is a plus:

- Microsoft 365
- Windows 10
- Internet; various research and search tools
- The legislative process
- The effective use of and operation of technology

The ideal applicant will also:

- Work well with others and work efficiently on a team
- Possess a friendly presence and helpful attitude; maintain good interpersonal skills
- Communicate effectively with customers, both technical and non-technical
- Maintain confidentiality of information
- Quickly adapt to new situations and challenges
- Exercise patience and professionalism during stressful situations
- Learn and retain new skills quickly and effectively

Salary and Benefits

The salary for this position is based on a Grade 35, which has an annual salary of approximately \$51,803 to 76,921, based upon the employee/employer paid retirement option. Actual salary will depend on qualifications 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 . 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, included a deferred compensation program.

Minimum Qualifications

- High school diploma or general education degree (GED) equivalent
- Strong written and verbal communication skills
- Able to provide extended hours of support during the legislative session

The ideal candidate will have:

- 3 years of clerical/administrative experience
- Bachelor's degree

Working Environment

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. Lake Tahoe and the beautiful Sierra Nevada Mountains are 20 minutes away and offer world class skiing, golfing, hiking, biking, and a variety of cultural events. Northern Nevada receives an average of over 320 days of sunshine each year.

It is important that the candidate understands that the LCB works in a legislative cycle comprising 120 days of session that occurs every two years with the period in between being called the "interim." During the interim, extended hours of overtime may be expected for preparation of the next session. During session, extended hours of overtime are expected and a flexible schedule is required to allow the LCB to provide high customer service to the Nevada Legislature.

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, 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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discrimination or harassment based on any of these characteristics, nor will it tolerate unlawful retaliation.

(Revised 10/26/2022)