



**NEVADA LEGISLATIVE COUNSEL BUREAU
INFORMATION TECHNOLOGY SERVICES UNIT
Quality Assurance Analyst, Temporary, Full-Time, Remote**

Position Description

The Legislative Counsel Bureau (LCB) is seeking qualified candidates for the position of Quality Assurance (QA) Analyst. The LCB is a nonpartisan agency that provides professional, technical, and administrative support to the Nevada Legislature. The Development Services (DS) group is within the Information Technology Services (ITS) unit of the LCB. DS is a small, agile, full-stack, fully remote development team working with some of the latest tech to deliver solutions to both houses of the Nevada Legislature as well as the divisions and customers of the LCB.

We're looking for a QA Analyst who can assist with support and rollout of new and updated systems for the coming session. This position is temporary and will continue as needed upon completion of the 82nd session in June of 2023. Job responsibilities will include:

- The ability to understand and then verify functional requirements by preparing and running test conditions spanning multiple systems
- Developing, documenting, and maintaining functional test cases and other test artifacts such as test data, data validation, and scripts
- Documenting business application workflows and processes
- Collecting and communicating findings from test results to internal and external stakeholders
- Providing cross functional support to help resolve defects
- Performing post migration smoke and confidence testing
- Participation in daily standups, technical meetings, on-call rotation, and rotating after-hours coverage

Knowledge and Skills

The ideal candidate will be a motivated self-starter, able to adapt quickly to changing priorities, and to thrive in a demanding fast-paced environment.

Experience in the following is a plus:

- .NET, C#, JavaScript, and relational databases
- CI/CD systems such as Azure DevOps
- Unit testing frameworks
- JavaScript browser automation frameworks
- Postman

Salary and Benefits

The salary for this position is based on a Grade 38, which has an annual salary range of approximately \$58,965 to \$88,197, 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
- Experience with QA methodologies and skilled in many forms of testing
- Excellent written and verbal communication skills
- Attention to detail
- Able to work with little supervision, take initiative, and self-motivate
- Strong analytical skills and aptitude to understand complex software systems
- Able to provide extended hours of support during and in preparation for the legislative session and on-call support on a rotating basis
- A distraction-free remote work environment

Working Environment

This position is fully remote. Our group is hard-working, forward thinking, and has a high level of autonomy. We are constantly evaluating and implementing new and exciting technologies that allow us to provide the best possible solutions for our customers.

The person in this position may sit and stand for extended periods and operate a computer and other home-office equipment.

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-divisioninformation-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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(Revised 1/10/2023)