



**NEVADA LEGISLATIVE COUNSEL BUREAU  
AUDIT DIVISION  
INFORMATION SECURITY AUDITOR**

The Legislative Counsel Bureau (LCB) is seeking qualified candidates for the full-time position of Information Security Auditor. The LCB is the full-time, central, nonpartisan staff agency that provides professional, technical, and administrative support to the Nevada Legislature.

**Position Description:** The Information Security Auditor performs objective analyses of Nevada agency information technology operations to protect the confidentiality, integrity, and availability of information and information systems. Initially, this position will function as an assistant under the direction of an in-charge auditor. With experience, this position will serve as the in-charge auditor on performance audits responsible for all phases of the audit, and may include supervising staff.

**We Are:**

- A team of 30 professionals from a variety of backgrounds driven to make a positive difference in the great State of Nevada.
- Concerned for each team member and opportunities for professional growth and advancement.
- Respected by the Nevada State Legislature, media, and citizens for providing timely, accurate, and meaningful recommendations to improve state government and programs.
- Nationally recognized for excellence.
- Excited for you to learn more at our Division website: [www.leg.state.nv.us/audit](http://www.leg.state.nv.us/audit).

**You Are:**

- Looking for an opportunity to provide meaningful improvements that benefit your fellow citizens.
- Goal and action oriented.
- Seeking a healthy work/life balance.
- A learner who is always looking to improve.

**You Are Good At:**

- Using qualitative and quantitative analytical skills to solve problems.
- Analyzing problems/issues and identifying solutions.
- Critical thinking.
- Looking out for those who often do not have a voice.
- Effectively communicating both verbally and in writing.
- Tact and persuasion.

- Research and analysis.
- Organization and time management.
- Asking difficult questions.
- Adapting to changing environments.
- Maintaining a cooperative working relationship with your teammates and auditees.
- Demonstrating non-partisan solutions.

**You Like Variety:**

- Individual audit assignments may last about 6-12 months.
- You will work with many different team members.
- You will spend time at an agency developing an understanding of key processes and operations.
- Some audits require travel to Reno, Las Vegas, and rural areas of Nevada.

**You Have Obtained:**

- Bachelor's or Master's Degree in Information Systems, Computer Science, Accounting, Business Administration, Public Administration, or a related field.
- CISA, CISSP, CISM, or CRISC certification preferred. If you do not have a Master's Degree, you will need to demonstrate the ability and desire to obtain one of these certifications during the 1<sup>st</sup> year of employment.

**The Perks:**

- Competitive salary (\$66,628 to \$101,161 – Grade 41 Employee/Employer Paid Retirement Schedule – depending on experience).
- Flexible schedules including a 4-day work week.
- 11 paid holidays.
- 15 days of annual leave (increases based on longevity).
- 15 days of sick leave each year.
- Robust retirement program ([www.nvpers.org](http://www.nvpers.org)).
- Health benefits ([www.pebp.state.nv.us/all\\_plan](http://www.pebp.state.nv.us/all_plan)).
- At least 40 hours of professional development each year.

**Carson City — Location, Location, Location**

- Beautiful Northern Nevada along the foothills of the Sierra Nevada Mountains.
- 250+ days of sunshine each year.
- Recreational opportunities include: golfing, kayaking, boating, biking, off-roading, hiking, skiing, snowshoeing, camping, fishing, and much more.

**Application Process:** This announcement will remain open until recruitment needs are satisfied. Review of applications will begin on November 5, 2021; however, applications will be accepted until potential candidate(s) have been identified. Interviews are anticipated to be conducted between November 29, 2021, and December 10, 2021. Applicants **must** submit the following:

- 1) Legislative Counsel Bureau Employment Application found at: <https://www.leg.state.nv.us/lcb/Admin/EmploymentOpportunities/audit-division>
- 2) Resume and letter of interest describing qualifications.
- 3) Copy of college transcript(s).

The above information may be mailed or e-mailed to:

Legislative Counsel Bureau  
Attn: Ken Kruse, Human Resources  
401 South Carson Street  
Carson City, NV 89701-4747  
[LCBHR-Employment@lcb.state.nv.us](mailto:LCBHR-Employment@lcb.state.nv.us)

**All job offers are contingent on the candidate passing a reference and background check.**

Please direct inquiries to Shannon Riedel ([sriedel@lcb.state.nv.us](mailto:sriedel@lcb.state.nv.us)) or Shawn Heusser ([shawn.heusser@lcb.state.nv.us](mailto:shawn.heusser@lcb.state.nv.us)).

**NOTE: The Legislative Counsel Bureau is an Equal Opportunity Employer and does not discriminate on the basis of race, creed, color, national origin, sex, sexual orientation, gender identity or expression, age, political affiliation or disability. The LCB will not tolerate discrimination or harassment based on any of these characteristics.**

(Revised10/7/2021)