



**NEVADA LEGISLATIVE COUNSEL BUREAU  
ADMINISTRATIVE DIVISION**

**JANITOR  
CARSON CITY**

**Position Description:** The Legislative Counsel Bureau is seeking a qualified candidate to fill a full-time Janitor position. The Legislative Counsel Bureau (LCB) is a nonpartisan agency which provides professional, technical, and administrative support to the Nevada Legislature. Our janitors clean and maintain the various buildings of the LCB, including offices, break rooms, conference rooms, committee rooms, and restrooms. Responsibilities include reading work schedules and carrying out assigned cleaning tasks, such as trash removal, dusting furniture, cleaning walls, carpeted and tile floors and glass surfaces, cleaning and disinfecting of restrooms, and other cleaning projects as assigned. This position involves working within a highly professional environment with Legislators, LCB and legislative staff, and members of the public who visit the legislative buildings.

**Qualifications:** Experience as a janitor or in another related field is preferred. Applicants must be able to communicate effectively and read and understand instructions. The successful applicant will demonstrate an ability to maintain effective working relationships, show good judgment when carrying out assignments, and resolve any problems related to job duties in an appropriate manner. Applicants should know or be able to learn safe working practices, how to use and operate the tools and equipment necessary for janitorial duties, proper methods to clean and maintain various areas and surfaces, and the correct use of cleaning compounds and disinfecting chemicals.

**Salary and Benefits:** This position is based upon a Grade 27, Step 2, in the state system, with a salary of \$20.75 per hour, plus a 5% premium for qualifying night shifts. Employees receive the same benefits available to state employees generally, which includes 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 based in Carson City, Nevada, within and adjacent to the Legislative Building. In addition, the LCB maintains offices in the McCarren Center in Las Vegas. This position will be based in Carson City.

**Working Hours and Conditions:** The regular working hours for this position will be 8:00am to 4:30pm, with a half-hour lunch break. Please note that schedules may vary depending on operational needs. Duties require the ability to frequently move and/or lift up to 25 pounds and occasionally move and/or lift up to 70 pounds; climb ladders; use equipment; power hand tools and various office machines; and perform a variety of physical movements such as walking, standing, crouching, grabbing, holding, pushing, pulling, bending, sitting, and using arms above the head. Some work will be conducted outside, in all weather conditions, and will involve exposure to dirt, pollen, insects, and noise hazards. Overtime will be required

during peak times of the legislative calendar in preparation for legislative session, during session, and at other times as necessary to meet the needs of the Administrative Division.

**Application Process:** Applicants will be asked to complete a background check and any offer of employment will be made contingent upon the results of that check. All applicants must submit an LCB Employment Application, which is available at: <https://www.leg.state.nv.us/lcb/Admin/Employment/Opportunities/admin-division-janitorial> .

Applications will be accepted on a first-come, first-served basis and will continue to be accepted until all available positions are filled. Therefore, applicants are encouraged to submit their applications early. 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: Human Resources  
401 S. Carson Street  
Carson City, NV 89701

**The Legislative Counsel Bureau is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion or belief, national origin or ancestry, age, sex, sexual orientation, gender identity or expression, disability, pregnancy, domestic partnership, political affiliation, genetic information (GINA), or compensation history, or any other characteristic protected by applicable law. The Legislative Counsel Bureau will not tolerate discrimination or harassment based on any of these characteristics, nor will it tolerate unlawful retaliation. Applicants may contact [LCBHR@lcb.state.nv.us](mailto:LCBHR@lcb.state.nv.us) in order to request reasonable accommodations to enable participation in the hiring process. Applicants will not be disqualified from consideration based upon requests for reasonable accommodations.**

(Revised 2/27/2024)