



**NEVADA LEGISLATIVE COUNSEL BUREAU
ADMINISTRATIVE DIVISION
JANITOR (TEMPORARY)**

Position Description: The Legislative Counsel Bureau is seeking qualified candidates to fill full-time and part-time Janitor positions. These positions are temporary for 3 to 12 months, with the possibility of permanent employment thereafter. The Legislative Counsel Bureau (LCB) is a nonpartisan agency which provides professional, technical and administrative support to the Nevada Legislature. Janitors clean and maintain the various buildings of the Legislative Counsel Bureau, including offices, legislative chambers, 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 Building.

Salary and Benefits: This position is based upon a grade 23-2 in the state system, with a salary of approximately \$15.67 per hour, plus an additional amount (approximately 5 percent) for janitors who work the night shift. 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. 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.

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, apply common sense 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 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.

Working Environment: This position is performed in a typical office environment in Carson City, Nevada. Night shifts may vary and the ability to accept a flexible schedule is required. This position may require overtime, night shifts, and on-call services. The person in this position must be able to use various cleaning products and cleaning tools and equipment. The person in this position also must be able to walk, bend, twist, scrub, stretch, push, pull, climb and handle occasional lifting.

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/EmploymentOpportunities/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, or may instead be mailed to:

Legislative Counsel Bureau
Attn: Ken Kruse, Human Resources
401 S. Carson Street
Carson City, NV 89701-4747

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.

(Revised 9/16/2021)