
JOURNEYMAN BINDERY II

The Nevada State Printing Office, which is part of the Legislative Counsel Bureau of the State of Nevada, is seeking qualified applicants for the position of Journeyman Bindery II. This is a full-time, permanent position. The Nevada State Printing Office is a nonpartisan office that provides printing services for the Nevada Legislature, the Legislative Counsel Bureau, agencies of the Executive Branch and other governmental entities. The Office is located in Carson City, Nevada.

POSITION DESCRIPTION: This position is responsible for a broad range of bindery duties such as the operation of various machines and equipment and performs any combination of the tasks involved in binding books, periodicals and pamphlets, and assembling related printed materials in accordance with work order specifications. Duties also include fastening sheets, signatures or other printed materials together using hand or machine stitching equipment, adjusts or tends machine that inserts wire or plastic binding strips into punched holes to fasten pages and covers together, also operate other machinery such as a drill press, Horizon collator, Kugler punch machines, glue padding machine, shrink wrapper, and paper cutter.

EDUCATION AND EXPERIENCE (Minimum Qualifications): Graduation from high school or equivalent education is required. Experience with Microsoft Office Suite is a big plus but not required. The successful applicant will have at least 5 year's experience working as a bindery worker in a print shop or related setting.

KNOWLEDGE, SKILLS AND ABILITIES: Applicants must possess excellent customer service and communication skills, have the ability to work in a group setting as a team, or independently, as well as:

- Know how to operate typical bindery equipment.
- Be able to work nights during legislative session with overtime and weekends as needed.
- Have knowledge and experience with word processing, spreadsheet and database applications.
- Have superior attention to detail with strong mathematical skills.
- Be self-motivated, organized, flexible and adaptive.
- Have the ability to prioritize tasks and complete work in a timely manner.
- Maintain confidentiality of documents and communications.
- Work efficiently under stressful conditions.

SALARY AND BENEFITS: This position is the equivalent of grade 28, with a salary range from \$18.35 to \$26.80 per hour depending on experience, under the employee-employer paid retirement option. The position includes state health and dental insurance as well as a state defined-benefit retirement plan. 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 and dental benefits provided to all state employee is available at www.pebp.state.nv.us. Other optional benefits are also available, including a deferred compensation program.

DURATION: This is a full-time position with a probationary period of 1 year. Standard working hours are 7:30 a.m. to 4:00 p.m., Monday through Friday, or as work requires.

WORKING CONDITIONS: This position is located in the in Carson City, Nevada. The work is performed in a typical print shop environment.

APPLICATION PROCESS: To apply for this position, applicants must submit a completed Legislative Counsel Bureau Employment Application. Applicants may also submit a cover letter and resume, however, those documents are not required.

[LCB Employment Application](#)

THIS RECRUITMENT WILL REMAIN OPEN UNTIL FILLED. QUALIFIED APPLICANTS ARE ENCOURAGED TO APPLY AS SOON AS POSSIBLE.

SUBMIT APPLICATION AND DIRECT INQUIRIES TO:

Kristi Wood, Administrator
Nevada State Printing Office
301 S. Stewart Street
Carson City, NV 89701
printing@lcb.state.nv.us

The Nevada State Printing Office is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion or belief, national origin or ancestry, 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.