



**NEVADA LEGISLATIVE COUNSEL BUREAU
LEGAL DIVISION
Legal Information Technology Unit**

APPLICATION DEVELOPER

Carson City, Nevada

Salary up to \$131,711 (employee/employer paid retirement plan)

The Legal Information Technology (IT) Unit of the Legal Division of the Legislative Counsel Bureau (LCB) is seeking a diverse pool of qualified applicants for the position of Application Developer. The LCB is a nonpartisan, legislative service agency that provides professional, technical and administrative support to the Nevada Legislature, which convenes biennially in odd-numbered years for 120-day sessions and for rare special sessions during the interim periods. The Legal Division prepares and drafts legislation and legal opinions, provides legal counsel to legislative committees during the legislative session and interim, works with Executive Branch agencies to prepare and review administrative regulations, represents the Legislature and Legislators in court and other proceedings and provides other assistance to Legislators upon request. In addition, the Legal Division provides legal support to the LCB, including, without limitation, preparing and negotiating contracts, and providing legal advice concerning employment and other matters. The Legal IT Unit is an agile, efficient, full-stack software development group that plays a crucial role in supporting the Legal Division by developing and maintaining custom software solutions using Microsoft technologies and creating innovative solutions. This is a full-time position located in Carson City, Nevada.

Position Description: Under the general supervision of the Manager of Legal Information Technology, the Application Developer will serve as a full-stack developer and perform a broad range of responsibilities, such as designing, developing and implementing software solutions. Responsibilities of the Application Developer may include, without limitation:

- Maintaining and providing support for existing legacy software systems;
- Designing, prototyping and developing new applications and features;
- Providing technical support and troubleshooting for end-users;
- Developing and maintaining comprehensive reports to support data-driven decision-making;
- Optimizing existing reports for performance and accuracy, as well as implementing enhancements based on user feedback;
- Ensuring adherence to best practices in data governance and reporting standards;
- Collaborating with team members and other stakeholders on various projects;
- Creating comprehensive documentation for software processes and user guides; and
- Performing other duties as assigned.

Minimum Qualifications: The Application Developer will be selected with special preference given to the candidate's training, experience and aptitude in the field of information technology support. A qualified candidate must have: (1) an associate's or bachelor's degree in computer science, information systems or related field; (2) at least 2 years of experience in software or database development; or (3) an equivalent combination of education and experience.

The ideal candidate will demonstrate:

- Proficiency in Visual Studio, .NET Framework, C#, VB and VBA;
- Knowledge in Microsoft SQL Server;
- Proficiency in Microsoft Office applications, including Word, Excel and Outlook;
- The ability to be a motivated self-starter, detail-oriented and highly responsive;
- Dependability and aptitude to adapt and learn the technology set;
- Strong problem-solving and analytical skills;
- Excellent written and verbal communication skills, especially when interacting with non-technical users; and
- Flexibility and adaptability to embrace changes in the work environment and workflow processes.

Salary: The annual salary for this position is based upon a Grade 42, which has a salary range of \$87,570 to \$131,711 under the employee/employer-paid retirement option. An employer-paid contribution plan is also available with a reduced salary in lieu of an employee contribution. Actual starting salary will be based on experience.

Benefits: The benefits include the accrual of paid annual leave and sick leave, health insurance and membership in the state's retirement plan. For additional information on the retirement options and benefits, please visit the [Public Employees' Retirement System of Nevada](#). For a description of the current health, dental and vision benefits, please visit the [Nevada Public Employees' Benefits Program](#). Other optional benefits are also available, including a deferred compensation program.

Working Conditions: The work is performed in a busy office environment. Overtime and on-call hours are required during legislative sessions and certain other periods as necessary to meet the demands of the Legislature. When overtime is worked, the Application Developer may earn compensatory time that may be taken at a later date or be paid for overtime, consistent with the LCB Rules and Policies and subject to budgetary limits.

Application Process: All applicants who meet the minimum qualifications may apply by submitting a [LCB Employment Application](#) and current resume via email to LCBHR-jobs@lcb.state.nv.us or by mail to:

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

Applications will be accepted on a rolling basis and the application period will remain open until the position is filled. Applicants are therefore strongly encouraged to submit their applications as soon as possible. Hiring may occur at any time during the recruitment process.

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, 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 to request reasonable accommodations to participate in the hiring process and will not be disqualified from consideration based upon such requests.

(Revised 10/02/2024)