



**NEVADA LEGISLATIVE COUNSEL BUREAU
LEGAL DIVISION**

ASSOCIATE LAW INDEXER

Carson City, Nevada

Salary up to \$120,122 (employee/employer paid retirement plan)

The Legislative Counsel Bureau (LCB) is seeking a diverse pool of qualified applicants for the position of Associate Law Indexer within the Legal Division. 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. This is a full-time position located in Carson City, Nevada.

Position Description: Under the general supervision of the Law Indexer, the Associate Law Indexer will perform a broad range of responsibilities, such as reviewing, interpreting and analyzing information on a wide variety of subjects in documents, including bills and bill drafts, the *Nevada Revised Statutes* and the *Nevada Administrative Code*, to build a comprehensive phrase index. Responsibilities of the Associate Law Indexer may include, without limitation:

- Indexing legislative and legal documents and materials according to established guidelines and standards;
- Organizing and categorizing legislative and legal information for easy retrieval and reference;
- Maintaining and updating legislative and legal indexes and databases as new materials are added;
- Collaborating with legal professionals to ensure accurate and comprehensive indexing of legal materials;
- Ensuring compliance with indexing best practices and legal citation formats;
- Conducting quality checks to verify the accuracy and completeness of indexed materials;
- Providing support for legal research projects as needed; and
- Performing other duties as assigned.

Minimum Qualifications: The Associate Law Indexer will be selected with special preference given to the candidate's training, experience and aptitude in the field of law or legal office support. A qualified candidate must have: (1) a bachelor's degree; (2) at least 1 year of experience creating and maintaining indexes for publications; or (3) an equivalent combination of education and experience. Graduation with a bachelor's or master's degree in library and information science, English rhetoric or composition or a related field or graduation from an accredited law school with a juris doctor (JD) degree is strongly preferred.

The ideal candidate will demonstrate:

- Proficiency in Microsoft Office applications, including Word, Excel and Outlook;
- Exceptional attention to detail with a strong focus on accuracy;
- Excellent grammar and spelling skills to ensure the high quality of indexed legal materials;
- The ability to work effectively under stringent deadlines and handle a high volume of work;
- Commitment to maintaining the confidentiality of sensitive legal documents and communications; 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 40, which has a salary range of \$80,053 to \$120,122 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 is required during legislative sessions and certain other periods as necessary to meet the demands of the Legislature. When overtime is worked, the Associate Law Indexer 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)