



**NEVADA LEGISLATIVE COUNSEL BUREAU  
RESEARCH DIVISION**

**INFORMATION DESK ASSISTANT  
(Temporary Session Hire)**

Carson City, Nevada

Salary up to \$80,054 (employee/employer paid retirement plan)

The Legislative Counsel Bureau (LCB) is seeking a diverse pool of qualified applicants for the upcoming legislative session for the position of Information Desk Assistant within the Research 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 Research Library collects, organizes, and preserves materials related to the Nevada legislative process and other legislative issues for research purposes. This is a temporary, full-time position located in Carson City, Nevada.

**Position Description:** Under the general supervision of the Legislative Librarian, the Information Desk Assistant serves as the first point of contact for the Research Library, interacting with legislators, legislative staff, state and local government agencies and the public. Responsibilities of the Information Desk Assistant may include, without limitation:

- Serving as the receptionist for the Research Library by answering phones and greeting visitors;
- Performing photocopying, scanning, filing, and labeling tasks to support library operations;
- Responding to general inquiries from legislators, staff, and the public with accurate information and assistance;
- Assisting librarians in their duties, including preparing final work products;
- Verifying accuracy and completeness of information in both print and electronic files, making required corrections and additions;
- Maintaining the library's organization and ensuring it is in proper order and condition; and
- Performing other duties as assigned.

**Minimum Qualifications:** The Information Desk Assistant will be selected with special preference given to the candidate's training, experience, and aptitude in the fields of customer service and clerical support. A qualified candidate must have: (1) a high school diploma/GED; and (2) at least 2 years of experience in a receptionist, clerical or customer service role; or (3) an equivalent combination of education and experience. At least 3 years of experience in administrative or clerical support within a professional setting is preferred.

The ideal candidate will demonstrate:

- Strong organizational, critical thinking and problem-solving skills;
- Proficiency in internet searching and familiarity with general database usage for efficient information retrieval;
- The ability to prepare or proofread documents, ensuring proper grammar, spelling, punctuation, formatting and adherence to style guidelines;
- Proficiency in using Microsoft Office software and Adobe Acrobat Pro for effective document creation and management;
- The ability to plan and prioritize tasks to meet deadlines and optimize workflow;
- Strong communication skills, particularly in phone interactions, to effectively engage with a diverse range of individuals;
- The ability to work independently and adapt to changes in the work environment as needed;
- Exceptional attention to detail and accuracy in all tasks and documentation;
- A thorough understanding of the importance of confidentiality in handling sensitive documents and confidential communications;
- The ability to exercise sound judgment when working with legislators, staff and the public;
- A high level of professionalism in all interactions and responsibilities;
- The capacity to cultivate and maintain effective working relationships both within the LCB and with external stakeholders; and
- Punctuality, dependability, self-motivation and a strong commitment to delivering excellent customer service.

**Salary:** The annual salary for this position is based upon a Grade 31, which has a salary range of \$54,434 to \$80,054 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 typical library 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 Information Desk Assistant may earn compensatory time that can be taken at a later date or be paid for the overtime, consistent with the LCB Rules and Policies and subject to budgetary limits. Occasional in-state and out-of-state travel may be required. Such travel may be outside normal business hours.

**Application Process:** All applicants who meet the minimum qualifications may apply by submitting a [LCB Employment Application](#), cover letter and current resume via email to [LCBHR-jobs@lcb.state.nv.us](mailto: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](mailto: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 10/29/2024)**