



**NEVADA LEGISLATIVE COUNSEL BUREAU
RESEARCH DIVISION**

**RESEARCH POLICY ASSISTANT
(Temporary Session Hire)**

Carson City, Nevada

Salary up to 83,666 (employee/employer paid retirement plan)

The Legislative Counsel Bureau (LCB) is seeking a diverse pool of qualified applicants for the position of Research Policy Assistant within the Research Division for the upcoming legislative session. 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 Division provides high-quality policy analysis, research support and other essential assistance to the Nevada Legislature, individual legislators, legislative committees and constituents. This is a temporary, full-time position located in Carson City, Nevada. Following the legislative session, there may be an opportunity for this position to transition into a permanent role.

Position Description: Under the general supervision of the Manager of Research Policy Assistants, the Research Policy Assistant will perform various general administrative and secretarial tasks while supporting a team of policy analysts. Responsibilities of the Research Policy Assistant may include, without limitation:

- Providing comprehensive secretarial support to Research Division staff, ensuring efficient workflow and communication;
- Maintaining organized calendars and files, ensuring easy access to important documents and scheduling information;
- Assisting policy analysts in reviewing and editing written responses to inquiries from legislators and constituents, maintaining clarity and accuracy;
- Managing incoming phone calls and directing inquiries appropriately and providing information as needed;
- Compiling and preparing legislative information for publication, ensuring adherence to formatting guidelines;
- Assisting policy analysts with committee assignments, providing research support and ensuring all tasks are completed on time;
- Scheduling and attending committee meetings;
- Coordinating logistics for meetings, including accommodations, meals, and transportation for legislators and other staff;
- Preparing and posting meeting agendas and ensuring timely distribution to all relevant parties;
- Compiling and uploading meeting materials to the legislative webpage;

- Transcribing and preparing modified verbatim minutes that accurately reflect meeting discussions and decisions, providing a reliable record for future reference;
- Reviewing and editing committee reports and research memoranda for clarity, accuracy and compliance with established standards; and
- Performing other duties as assigned.

Minimum Qualifications: The Research Policy Assistant will be selected with special preference given to the candidate's training, experience and aptitude in the field of administrative support. A qualified candidate must have: (1) a high school diploma/GED; and (2) at least 4 years of experience in a secretarial or administrative professional setting; or (3) an equivalent combination of education and experience.

The ideal candidate will demonstrate:

- Strong organizational skills and the ability to effectively multitask;
- Superior attention to detail with strong communication, grammar and spelling skills;
- The ability to work independently and effectively under tight deadlines;
- The ability to edit and proofread text for grammar and spelling accuracy, as well as prepare comprehensive and precise modified verbatim minutes of meetings;
- Proficiency in word processing, spreadsheet and database applications;
- Reliability, self-motivation, flexibility and adaptability;
- The ability to operate typical office equipment, such as phone systems, copy machines and computers;
- The capability to prioritize tasks, meet deadlines and work efficiently under stressful conditions; and
- A commitment to maintaining the confidentiality of documents and communications.

Salary: The annual salary for this position is based upon a Grade 32, which has a salary range of \$56,689 to \$83,666 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 office environment in a professional setting. Overtime is required during legislative sessions and certain other periods as necessary to meet the demands of the Legislature. When overtime is worked, the Research Policy 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.

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 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 10/29/2024)