



**NEVADA LEGISLATIVE COUNSEL BUREAU
STATE PRINTING OFFICE**

ADMINISTRATIVE ASSISTANT III

Printing Estimator

Carson City, Nevada

Salary up to \$67,296 (employee/employer paid retirement plan)

The State Printing Office of the Legislative Counsel Bureau (LCB) is seeking a diverse pool of qualified applicants for the position of Administrative Assistant III. 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 State Printing Office provides printing services for the Nevada Legislature, the LCB, agencies of the executive branch, the judicial branch and other governmental entities. This is a full-time position located in Carson City, Nevada.

Position Description: Under the general supervision of the State Printing Office Administrator, the Administrative Assistant III will handle a broad range of responsibilities, including clerical, secretarial and administrative support duties, such as managing communications, organizing files, maintaining records, handling budgets, ordering supplies and analyzing job specifications for printing projects. Responsibilities of the Administrative Assistant III may include, without limitation:

- Answering phones and professionally handling inquiries;
- Filing documents, maintaining organized filing systems and performing data entry into relevant databases or systems;
- Maintaining accurate records and files;
- Communicating with clients to understand printing needs, providing updates on job status and resolving any concerns;
- Estimating the time, materials and most cost-effective option for production of jobs and bid proposals;
- Referring to previous records of similar productions, as well as reviewing and comparing final production costs with the original analysis and bid;
- Purchasing products as required for production of jobs and maintaining stock levels of printing materials;
- Receiving, sorting and delivering incoming mail and packages;
- Operating office equipment, including copy machines, computers, calculators, facsimile machines, printers and other necessary equipment; and
- Performing other duties as assigned.

Minimum Qualifications: The Administrative Assistant III will be selected with special preference given to the candidate's training, experience and aptitude in the field of office administration. A qualified candidate must have: (1) a high school diploma/GED; (2) at least 2 years of experience in printing and estimating; and (3) at least 2 years of relevant work experience, which may include experience as a secretary or administrative assistant, or at least 1 year of experience as an Administrative Assistant II in state service, or an equivalent combination of education and experience.

The ideal candidate will demonstrate:

- Knowledge of imposition layout, basic graphic design, press speeds, equipment specifications, and material sizes and options best suited for each print job;
- Strong organizational skills, attention to detail and the ability to effectively multitask;
- Strong mathematical, grammar and spelling skills;
- The ability to work independently with little or no additional training;
- Reliability, self-motivation, organization, flexibility and adaptability;
- Proficiency in word processing, spreadsheet and database applications;
- The ability to operate office equipment, such as phones, 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 27, which has a salary range of \$46,207 to \$67,296 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 with shared office space. Overtime may be required during legislative sessions and certain other periods as necessary to meet the demands of the Legislature and other serviced agencies.

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 printing@lcb.state.nv.us or by mail to:

Legislative Counsel Bureau
State Printing Office
Attn: Kristi Wood, Administrator
301 S. Stewart 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 successful candidate must undergo a background check.

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 07/23/2024)