



**NEVADA LEGISLATIVE COUNSEL BUREAU  
RESEARCH DIVISION  
RESEARCH DIRECTOR**

The Legislative Counsel Bureau (LCB) of the State of Nevada is seeking qualified applicants for the position of Research Director of the Research Division. The LCB is a nonpartisan legislative service agency that provides professional, technical, and administrative support to the Nevada Legislature. The Research Division of the LCB supplies the Legislature and its members and committees with research, information, and assistance concerning public policy matters of interest to the State. The Research Division staffs and assists the standing and special committees of the Legislature during and between legislative sessions by providing informative and accurate research as well as administrative and secretarial assistance. The Research Division offers a Constituent Services Unit dedicated to answering questions from and providing other assistance to constituents on behalf of the Legislature, and maintains a Research Library that compiles and preserves the historical records of the Legislature. Finally, the Research Division issues various reports and background information on subjects of legislative interest, offers research services to the other divisions of the LCB, and prepares publications relating to the Legislature and the LCB.

**Position Description:** The position of Research Director is a senior management position appointed by the Director of the LCB with approval of the Legislative Commission. The Research Director oversees all aspects of the work of the Research Division, including the day-to-day activities and long-term planning for the Division. The Research Director is a hands-on manager who personally performs the work and tasks of the Research Division under the supervision of the Director of the LCB.

**Qualifications:** A master's degree, law degree, or other advanced degree from an accredited college or university is required. Applicants must be knowledgeable in some or all of the following: research techniques, information sources, strategic planning, program and personnel management, writing and communication techniques, governmental organization and functions, and budgeting. The ideal candidate should possess excellent leadership skills that have been demonstrated through a progressively responsible career path, and have significant managerial experience, preferably overseeing an office, agency or other entity that includes professional and administrative staff.

**Knowledge, Skills, and Abilities:** The Research Director must be an effective leader capable of working under pressure and managing a staff subject to tight deadlines and sometimes long working hours. The Research Director should have exceptional written and oral communication skills, be comfortable with public speaking, and be able to produce a significant quantity of high-quality work while inspiring others to do the same. The Research Director must be adept at

working effectively and efficiently in a political environment while remaining neutral. The Research Director must also be customer service oriented and able to anticipate the needs of both the Legislature and the LCB.

**Location:** The main offices of the LCB are based in Carson City, Nevada, within and adjacent to the Legislative Building. In addition, the LCB maintains offices in Las Vegas. This position is based in Carson City.

**Salary and Benefits:** The annual salary for this position is \$188,066, based upon the employee/employer paid retirement option. Employees receive the same benefits available to state employees generally, which includes paid annual leave, paid sick leave, health insurance, and retirement benefits. An explanation of the retirement options and information regarding state retirement benefits may be accessed at [www.nvpers.org](http://www.nvpers.org). A description of the current health, vision, and dental benefits available to all employees may be accessed at <https://pebp.state.nv.us/>. Other optional benefits are available, including a deferred compensation program.

**Working Environment:** The position is performed in a typical office environment. Significant overtime may be required during legislative sessions and other times as necessary to meet the workflow of the LCB. This position may require occasional overnight in-state and out-of-state travel.

**Application Process:** All applicants must submit an LCB Employment Application, a cover letter and résumé. The LCB application is located at:  
<https://www.leg.state.nv.us/lcb/Admin/EmploymentOpportunities/research-division>

This recruitment is open until the position is filled. Applicants are encouraged to submit materials as soon as possible as screening, interviewing and selection will begin immediately. Applications may be submitted via email to [LCBHR@lcb.state.nv.us](mailto:LCBHR@lcb.state.nv.us), or may be mailed to:

Legislative Counsel Bureau  
Attn: Heidi Remick, Chief Human Resources Counsel  
401 S. Carson Street  
Carson City, NV 89701-4747

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(Revised 3/8/2024)