



**NEVADA LEGISLATIVE COUNSEL BUREAU
ADMINISTRATIVE DIVISION
ADMINISTRATIVE SERVICES OFFICER**

Position Description: The Legislative Counsel Bureau is seeking qualified candidates for the position of Administrative Services Officer. The Legislative Counsel Bureau (LCB) is a nonpartisan agency that provides professional, technical, and administrative support to the Nevada Legislature. This position reports directly to the Administrator of Facilities and is located in Carson City, Nevada. The Administrative Services Officer will function as a business manager for LCB operations, with responsibility for accounting, budgeting, and fiscal management of capital improvement projects and planning, organizing, coordinating, and supervising facilities management and construction, buildings and grounds maintenance, and office support services. Duties include supervising administrative staff; researching and compiling information regarding proposed purchases, expenditures, and contracts; planning, organizing, and overseeing systems to maintain records and generate reports; preparing, reviewing, and distributing reports to management and external agencies; collaborating with staff, vendors, contractors, and others to coordinate activities, provide and obtain information, and resolve problems; planning, organizing, and managing programs and activities in assigned areas of responsibility and performing other duties as assigned.

Salary and Benefits: The salary for this position is based on a Grade 38, which has an annual salary of approximately \$66,043 to \$98,783 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. 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.

Qualifications: Bachelor's degree in business administration, accounting, finance or related field and three years of progressively responsible professional experience including responsibility for major business operations such as grants administration, contract administration, purchasing, facilities maintenance and construction; or an equivalent combination of education and experience. The successful candidate will demonstrate general knowledge of budgeting or accounting principles and practices, excellent customer service and communication skills (both verbal and written), and will have the ability to establish and maintain successful working relationships and collaborate with others, but also be able to work independently. Applicants should be self-motivated and organized, demonstrate superior attention to detail, be able to complete projects efficiently and within deadlines, and possess computer skills in word processing and spreadsheet and database creation and maintenance. Trustworthiness and professionalism are critical skills: the Administrative Services Officer must maintain confidentiality of documents and communications and will work in a highly professional environment among legislative and executive branch staff.

Working Environment: The person in this position will be able to walk, stand, crouch, grab, hold, push, pull, bend, raise arms above the head, and sit for extended periods. Work will be conducted in a typical office environment requiring the use of a computer screen and various office machines. Overtime is required, especially during peak times of the year in preparation for the Legislative Session and during the Legislative Session.

Application Process: All applicants must submit an LCB Employment Application, which is available at: <https://www.leg.state.nv.us/lcb/Admin/EmploymentOpportunities/admin-division-facilities>.

Applications will be accepted on a first-come, first-served basis and will continue to be accepted until all available positions are filled. Therefore, applicants are encouraged to submit their applications early. Hiring may occur at any time during the recruitment process. Applications may be emailed to LCBHR-employment@lcb.state.nv.us, or may instead be mailed to:

Legislative Counsel Bureau
Attn: Human Resources
401 S. Carson Street
Carson City, NV 89701

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 (GINA), 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 in order to request reasonable accommodations to enable participation in the hiring process. Applicants will not be disqualified from consideration based upon requests for reasonable accommodations.

(Revised 10/16/2023)