



**NEVADA LEGISLATIVE COUNSEL BUREAU
ADMINISTRATIVE DIVISION, LAS VEGAS OFFICE
OFFICE ASSISTANT**

Position Description: The Legislative Counsel Bureau (LCB) is seeking qualified candidates for the position of Office Assistant. The LCB is a nonpartisan agency that provides professional, technical and administrative support to the Nevada Legislature. The Office Assistant is responsible for providing enhanced cleaning services and maintenance in committee rooms, conference rooms, offices, kitchen and common areas, restrooms, carpet cleaning/vacuuming, tile floor mopping and cleaning glass. The Office Assistant also provides clerical services as needed including placing handouts in committee rooms for the public, setting up committee rooms, distributing office supplies and welcoming visitors.

This position involves working within a highly professional environment with Legislators, LCB and legislative staff . The Office Assistant may also interact with persons from other state agencies and members of the public who visit the Legislative Building.

Location: The offices of the LCB are mostly based in Carson City, Nevada, but the LCB also maintains offices in the Grant Sawyer Office Building in Las Vegas. This position is based in the Grant Sawyer Office Building in Las Vegas.

Salary and Benefits: The salary for this position is based on a Grade 25, which has a salary range of approximately \$16.27 to \$23.54 per hour based on the employee/employer retirement option. The actual starting salary will be determined based upon experience. Benefits include accrual of paid annual leave, paid sick leave, paid holidays, health insurance and retirement benefits. An explanation of the retirement options and information regarding state retirement benefits may be accessed at <http://nvpers.org/>. A description of the current health and dental benefits is available at <https://pebp.state.nv.us/>. Other optional benefits are also available, including a deferred compensation program.

DUTIES & RESPONSIBILITIES:

- Read work schedules and complete assigned cleaning tasks.
- Clean all committee rooms, including vacuuming, dusting, cleaning chairs, glass cleaning and trash removal.
- Disinfect and clean tables, countertops, and other surfaces in committee rooms.
- Clean offices including the removing trash, vacuuming carpets, dusting furniture and removing any marks on walls, baseboards and chair rails.
- Clean and disinfect restrooms.

- Clerical duties including maintaining inventories, filing, typing, scheduling, preparing committee rooms, making copies, answering phones, monitoring inventories, organizing mail and performing data entry.
- Other duties as assigned.

WORKING CONDITIONS:

- Various areas to be cleaned including restrooms and general offices.
- Requires the use of various cleaning products and cleaning tools and equipment.
- Walking, bending, twisting, scrubbing, stretching, pushing, pulling and climbing in as fast-paced environment.
- Requires some moving and lifting of heavy objects.
- Overtime, night shifts and on-call hours may be required as needed. Applicant must accept a flexible and varied schedule.

EDUCATION AND EXPERIENCE:

- Graduation from high school or equivalent.
- Experience in the janitorial or related field preferred.
- Clerical experience preferred.

APPLICATION PROCESS:

Applicants must submit an LCB application, which may be found at:

<https://www.leg.state.nv.us/lcb/Admin/EmploymentOpportunities/admin-division-las-vegas> .

Applicants may also submit a cover letter with a current resume. Applicants will be asked to complete a background check and any offer of employment will be made contingent upon the results of that check

Applications will be accepted on a first-come, first-served basis and will continue to be accepted until the position is 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: Ken Kruse, Human Resources/Accounting

401 S. Carson Street

Carson City, NV 89701-4747

NOTE: The Legislative Counsel Bureau is an Equal Opportunity Employer and does not discriminate on the basis of race, creed, color, national origin, sex, sexual orientation, gender identity or expression, age, political affiliation or disability.

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