



**NEVADA LEGISLATIVE COUNSEL BUREAU
FISCAL ANALYSIS DIVISION
MANAGEMENT ASSISTANT IV**

The Legislative Counsel Bureau (LCB) is seeking qualified candidates for the position of Management Assistant IV within the Fiscal Analysis Division. The LCB is a nonpartisan agency that provides professional, technical, and administrative support to the Nevada Legislature. The Fiscal Analysis Division provides independent review and analysis of budgetary and fiscal matters for the Nevada Legislature during legislative sessions and the interim period between sessions. The Fiscal Analysis Division staffs the Senate Committee on Finance, the Assembly Committee on Ways and Means, the Senate Committee on Revenue and Economic Development, and the Assembly Committee on Revenue. The Fiscal Analysis Division also staffs the Interim Finance Committee, the Interim Retirement and Benefits Committee, the Joint Interim Standing Committee on Revenue, and the Economic Forum.

Position Description: During the legislative session, the Management Assistant IV will work with a team of administrative staff to assist analysts in the Fiscal Analysis Division with proofreading and the production of a large amount of high-quality work under a tight time schedule.

When not in a legislative session, the Fiscal Analysis Division staffs interim committees. The Management Assistant IV may be assigned to a statutory committee or interim study. Duties include posting agendas, coordinating and attending meetings, preparing meeting materials, scheduling travel, transcribing minutes, and assisting in the preparation of committee reports.

The person hired for this position will be assigned to the front reception desk and will be responsible for greeting visitors, filing, directing calls, sorting and distributing mail, photocopying, ordering office supplies, preparing correspondence, and other administrative duties as required.

Salary and Benefits: The annual salary for this position is based on a Grade 30, which has a salary range of \$41,989 to \$61,616, based upon the employee/employer paid retirement option. Actual starting salary will be determined based upon experience. Benefits include accrual of paid annual leave, paid sick leave, health insurance and membership in the state's retirement plan. 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/plans/plan-documents/>. Other optional benefits are also available, including a deferred compensation program.

Qualifications: Graduation from high school or equivalent education is required. Four years of progressively responsible relevant work experience is highly preferred. The following skills and experience are required:

- Exceptional proofreading and editing skills
- Intermediate or advanced-level experience with Adobe Acrobat Pro and Microsoft Word, Outlook and Excel
- Excellent typing, grammar, writing and communication skills

Previous experience transcribing meeting minutes is preferred. This position requires a strong work ethic, a professional demeanor and the ability to strictly adhere to confidentiality standards. Strong organizational skills, the ability to plan and prioritize tasks, and attention to detail are required. The successful candidate will be able to work under pressure and produce a large quantity of superior quality work product in a timely fashion. The successful candidate will be able to work independently and with a team depending on the assignment.

Working Conditions: The work is performed in a typical office environment. Work hours are 8 a.m. to 5 p.m. Monday through Friday. Overtime is required during legislative sessions, including weekends; a flexible schedule is mandatory. Overtime is compensated at time and a half. The individual in this position will be responsible for delivering documents to the Legislative Building during the legislative session, which requires a significant amount of walking.

Application Process: 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. All applicants must submit an LCB Employment Application, located at <https://www.leg.state.nv.us/lcb/Admin/EmploymentOpportunities/fiscal-division>, along with a cover letter, and résumé. Please utilize Microsoft Word or PDF format for application materials. Applications may be emailed to LCBHR-Employment@lcb.state.nv.us, or may be mailed to:

Legislative Counsel Bureau
Attn: Ken Kruse, Human Resources
401 S. Carson Street
Carson City, NV 89701-4747

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