The Legislative Counsel Bureau (LCB) is seeking qualified candidates for the position of Office Manager. The LCB is a nonpartisan agency that provides professional, technical, and administrative support to the Nevada Legislature, which convenes biennially for a 120-day regular session and for rare special sessions during the interim period.

Position Description
The Office Manager operates within the Broadcast and Production Services (BPS) group, a division of the Information Technology Services (ITS) unit and reports to the BPS Unit Chief. BPS provides audio and visual support to Legislators, legislative staff, and other members of the LCB.

The Officer Manager’s job responsibilities include:

- General clerical duties such as answering phones, distributing mail, etc.
- Scheduling legislative and non-legislative hearings, meetings, and events
- Supporting the BPS Unit Chief in duties and projects as assigned
- Collaborating with team members to maintain a team schedule in Outlook

Salary and Benefits
The salary for this position is based on a Grade 34, which has an annual salary of approximately $49,652 to $73,602, based upon the employee/employer paid retirement option. Actual salary will depend on qualifications and experience. Employees receive the same benefits available to state employees generally, including 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/](https://pebp.state.nv.us/). Other optional benefits are available, included a deferred compensation program.
Location
The offices of the LCB are mostly based in Carson City within and adjacent to the Legislative Building. In addition, the LCB maintains offices in the Grant Sawyer Office Building in Las Vegas. The Legislative Building shares grounds with the State Capitol, providing a beautiful and pleasant work environment. Carson City and the surrounding areas offer an array of housing options. In addition, Carson City is surrounded by the beautiful Sierra Nevada mountain range and offers world class skiing and golfing, as well as hiking, biking, and various other outdoor activities and cultural events, not to mention an average of over 265 days of sunshine each year.

Qualifications
The successful candidate will have the following minimum qualifications or an equivalent combination of education and experience:

- High school diploma or General Education Development (GED) credential
- Basic computer skills (Windows, Microsoft 365, basic computer software applications)
- Excellent written and oral communication skills

Knowledge and Skills
The ideal candidate will be self-motivated, adapt quickly to changing priorities, and thrive in a fast-paced, demanding environment.

Experience with the following is preferred:

- Scheduling software such as Event Management Software (EMS)
- Programs associated with managing audio and visual media files
- Phone etiquette
- Knowledge of the legislative process
- Customer Service
- Live Production

Working Environment
The position is based in Carson City, NV, in a typical office environment. The person in this position will walk, stand, crouch, grab, hold, push, pull, bend, raise arms above the head, sit for extended periods, and operate a computer and other office equipment. Significant overtime is required during the legislative session and other times as needed.
Application Process

Applicants are required to have a background check, and any offer of employment is conditional pending the results of the background check.

All applicants must submit an LCB Employment Application which is located at https://www.leg.state.nv.us/lcb/Admin/EmploymentOpportunities/admin-division-broadcast-and-production-services. Applicants are also encouraged to submit a cover letter and résumé with references. Applicants are encouraged to submit the application as soon as possible since the position may be filled at any time. Applications may be submitted by email 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

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.

(Revised 7/1/2022)