



Nevada Legislative Counsel Bureau  
Audit Division  
Carson City, Nevada

The Legislative Counsel Bureau (LCB) is a nonpartisan agency located in Carson City, Nevada, that provides professional, technical, and administrative support to the Nevada Legislature. The Legislature convenes biennially for a 120-day regular session and for special sessions during the interim period.

**POSITION: PERFORMANCE AUDITOR (PERMANENT)** — Provide objective analyses of Nevada agency operations to improve effectiveness, economy and efficiency, or internal controls. Initially, this position will function as an assistant under the direction of an in-charge auditor. As an employee in this position gains experience, the employee may serve as the in-charge auditor on performance audits responsible for all phases of the audit, and may oversee staff.

**We Are:**

- A collection of 30 professionals from a variety of backgrounds driven to make a positive difference in the great state of Nevada.
- Considerate of each team member and their opportunities for professional growth.
- Respected by the Nevada State Legislature, media, and citizens for providing timely, accurate, and meaningful recommendations to improve state government and programs.
- Nationally recognized for excellence.
- Excited for you to learn more at our Division's website: [www.leg.state.nv.us/audit](http://www.leg.state.nv.us/audit).

**You Are:**

- Looking for an opportunity to provide meaningful improvements benefiting fellow citizens.
- Goal- and action-oriented.
- Seeking a healthy work-life balance.
- A learner who is always looking to improve.
- Willing and able to follow current and/or future health and safety policies/protocols established by the LCB, with a reasonable accommodation if needed.

**You Are Good At:**

- Using qualitative and quantitative analytical skills to solve problems.
- Analyzing problems/issues and identifying solutions.
- Critical thinking.
- Looking out for those who often do not have a voice.
- Effectively communicating both verbally and in writing, while using tact and persuasion skills as situations require.
- Researching and analyzing various forms of data.
- Staying organized and demonstrating strong time management skills.
- Asking difficult questions.
- Adapting to new processes and changing environments.
- Maintaining a cooperative working relationship with your teammates and third parties.
- Formulating non-partisan solutions.

**You Like Variety:**

- Individual audit assignments may last about 6-12 months.
- You will work with many different team members.
- You will spend time at an agency developing an understanding of key processes and operations.
- Some audits require travel to Reno, Las Vegas, and rural areas of Nevada.

**You Have Obtained:**

- CPA, CIA, or a Master's degree in Accounting, Business Administration, Public Administration, or a related field; or
- You will need to demonstrate the ability to obtain one of these certifications during the first year of employment.

**Benefits:**

- Competitive salary range: \$67,296 to \$101,164 (Grade 41 Employee/Employer Paid Retirement Schedule). Actual salary will depend on experience.
- Flexible schedules including a 4-day workweek.
- Hybrid work schedule available.
- 11 paid holidays.
- 15 days of annual leave (increases based on longevity).
- 15 days of sick leave each year.
- Robust retirement program ([www.nvpers.org](http://www.nvpers.org)).
- Health benefits (<https://pebp.state.nv.us/plans/plan-documents/>).
- Professional development opportunities.

**Location: Carson City, Nevada**

- Beautiful Northern Nevada along the foothills of the Sierra Nevada Mountains.
- 250+ days of sunshine each year.
- Recreational opportunities including golfing, kayaking, boating, biking, off-roading, hiking, skiing, snowshoeing, camping, fishing, and much more.

**THE PROCESS** — This announcement will remain open until recruitment needs are satisfied. Review of applications will begin on **October 17, 2022**; however, applications will be accepted until potential candidate(s) have been identified. Applicants **must** submit the following in order to be considered:

- 1) Legislative Counsel Bureau Employment Application found at: <https://www.leg.state.nv.us/lcb/Admin/EmploymentOpportunities/audit-division>
- 2) Resume and letter of interest describing qualifications.
- 3) Copy of college transcript(s).

The above information may be mailed or e-mailed to:

Legislative Counsel Bureau, Administrative Division  
Attn: Ken Kruse, Human Resources  
401 South Carson Street  
Carson City, NV 89701-4747  
[LCBHR-Employment@lcb.state.nv.us](mailto:LCBHR-Employment@lcb.state.nv.us)

All job offers are contingent on the candidate passing a reference and background check.

Please direct inquiries to Shannon Riedel at [sriedel@lcb.state.nv.us](mailto:sriedel@lcb.state.nv.us) or Jennifer Otto at [jennifer.otto@lcb.state.nv.us](mailto:jennifer.otto@lcb.state.nv.us).

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