



**NEVADA LEGISLATIVE COUNSEL BUREAU  
DIRECTOR'S OFFICE**

**PUBLICATIONS AND  
GIFT SHOP ASSISTANT MANAGER**

Carson City, Nevada

Salary up to \$ 95,630 (employee/employer paid retirement plan)

The Publications and Gift Shop of the Legislative Counsel Bureau (LCB) is seeking a diverse pool of qualified applicants for the position of Publications and Gift Shop Assistant Manager within the Director's Office. The LCB is a nonpartisan, legislative service agency that provides professional, technical and administrative support to the Nevada Legislature, which convenes biennially in odd-numbered years for 120-day sessions and for rare special sessions during the interim periods. The Legislative Gift Shop features Made in Nevada merchandise, along with other souvenirs and gifts specific to the Nevada Legislature, Nevada government and the state of Nevada. This is an unclassified full-time position located in Carson City, Nevada.

**Position Description:** Under the general supervision of the Publications and Gift Shop Administrator, the Publications and Gift Shop Assistant Manager will assist in overseeing the day-to-day operations of the Gift Shop in Carson City, Nevada, ensuring efficient and effective delivery of services. Responsibilities of the Publications and Gift Shop Assistant Manager may include, without limitation:

- Assisting in overseeing effective operation of the Gift Shop in Carson City, Nevada;
- Maintaining the sales website for purchasing publications and souvenirs;
- Assisting with inventory management and restocking;
- Sourcing and purchasing products for resale to the public, as well as creating appealing merchandise displays;
- Adding products to a database for ordering, pricing and tracking;
- Assisting with the management of customer relation management (CRM) software;
- Resolving customer complaints or issues;
- Providing troubleshooting support for issues related to the Official Nevada Law Library;
- Maintaining subscriptions and processing publications transactions;
- Reviewing and submitting invoices, processing online and retail transactions, and handling cash, credit card, and check payments, including fund transfers and invoicing; and
- Performing other duties as assigned.

**Minimum Qualifications:** The Publications and Gift Shop Assistant Manager will be selected with special preference given to the candidate's training, experience and aptitude in the retail and/or merchandising field. A qualified candidate must have: (1) a high school diploma/GED or an

equivalent combination of education and experience; (2) at least 2 years of retail experience; and (3) at least 2 years of supervisory experience.

The ideal candidate will demonstrate:

- Strong customer service and organizational skills, including the ability to effectively multitask;
- Superior attention to detail;
- Proficiency in inventory management and merchandising to optimally use retail space and maintain inventory levels;
- Strong mathematical skills;
- Effective communication skills, both verbal and written;
- Reliability, self-motivation, flexibility and adaptability;
- Professionalism in attire, demeanor and appearance;
- The capability to prioritize tasks, meet deadlines and work efficiently under stressful conditions; and
- The ability to lift and move medium to large items weighing up to 30 pounds, employing proper safety techniques.

**Salary:** The annual salary for this position is based upon a Grade 35, which has a salary range of \$64,414 to \$95,630 under the employee/employer-paid retirement option. An employer-paid contribution plan is also available with a reduced salary in lieu of an employee contribution. Actual starting salary will be based on experience.

**Benefits:** The benefits include the accrual of paid annual leave and sick leave, health insurance and membership in the state's retirement plan. For additional information on the retirement options and benefits, please visit the [Public Employees' Retirement System of Nevada](#). For a description of the current health, dental and vision benefits, please visit the [Nevada Public Employees' Benefits Program](#). Other optional benefits are also available, including a deferred compensation program.

**Working Conditions:** The work is performed in a typical retail store environment. Overtime may be required during legislative sessions and certain other periods as necessary to meet the demands of the Legislature. Occasional travel may be required between Carson City and Las Vegas, Nevada. Such travel may be outside normal business hours.

**Application Process:** All applicants who meet the minimum qualifications may apply by submitting a [LCB Employment Application](#), cover letter and current resume via email to [LCBHR-jobs@lcb.state.nv.us](mailto:LCBHR-jobs@lcb.state.nv.us) or by mail to:

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

Applications will be accepted on a rolling basis and the application period will remain open until the position is filled. Applicants are therefore strongly encouraged to submit their applications as soon as possible. Hiring may occur at any time during the recruitment process.

The successful candidate must undergo a background check.

**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, 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](mailto:LCBHR@lcb.state.nv.us) to request reasonable accommodations to participate in the hiring process and will not be disqualified from consideration based upon such requests.**

(Revised 07/15/2024)