



**NEVADA LEGISLATIVE COUNSEL BUREAU
ADMINISTRATIVE DIVISION**

RECEPTIONIST

Las Vegas, Nevada

Salary up to \$66,043* (employee/employer paid retirement plan)

The Legislative Counsel Bureau (LCB) is seeking a diverse pool of qualified applicants for the position of Receptionist within the Administrative Division. 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 Administrative Division provides support to the other divisions of the LCB and the Legislature. This is an unclassified, full-time position located in Las Vegas, Nevada.

Position Description: Under the general supervision of the Deputy Director of Las Vegas, the Receptionist performs a broad range of secretarial and administrative support duties. Responsibilities of the Receptionist may include, without limitation:

- Providing a professional and welcoming reception area for legislators, guests and other officials;
- Answering, screening and directing phone calls; ;
- Professionally responding to information requests from legislators, legislative staff, state agencies and the public;
- Providing information regarding scheduled hearings and meetings, including their locations, to guests and other officials;
- Scheduling and coordinating meeting room space and conference rooms for legislators, state agencies or officials and LCB staff;
- Posting and maintaining the meeting and hearing agendas and related materials;
- Receiving and distributing incoming mail for LCB staff and legislators;
- Providing clerical support for legislators, including photocopying, sorting, printing and framing proclamations and certificates;
- Upholding strict confidentiality standards and adhering to principles of discretion;
- Assisting with legislative meetings and hearings to ensure smooth operations;
- Providing effective backup and support to fellow team members within the Administrative Division, including front desk duties, clerical services, gift shop oversight, and other related functions; and
- Performing other duties as assigned.

* Effective July 1, 2024, the salary range for this position will increase by 11%.

Minimum Qualifications: The Receptionist will be selected with a special preference given to the candidate's training, experience and aptitude in the field of administrative and clerical duties. A qualified candidate must have a high school diploma/GED or an equivalent combination of education and experience. At least 2 years of progressively responsible administrative or clerical experience is highly preferred.

The ideal candidate will demonstrate:

- Strong organizational, critical thinking and problem-solving skills;
- Effective management of front desk operations;
- The ability to plan and prioritize tasks;
- Exceptional attention to detail;
- Trustworthiness and professionalism;
- A thorough understanding of the importance of confidentiality in handling documents and communications;
- The ability to thrive in a professional environment alongside legislative and executive branch staff;
- The capacity to cultivate and sustain effective working relationships;
- Proficiency in computer databases and spreadsheets for tracking and organizing records;
- A high level of professionalism, particularly when facing deadlines and during critical projects; and
- Punctuality, dependability, self-motivation and excellent customer service.

Salary: The annual salary for this position is based on a Grade 29, which has a salary range of \$45,184 to \$66,043* 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 office environment in a professional setting. Overtime is required during legislative sessions and certain other periods as necessary to meet the demands of the Legislature.

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

Legislative Counsel Bureau
Attn: Human Resources
401 S. Carson Street

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Carson City, NV 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 application as soon as possible. Hiring may occur at any time during the recruitment process.

The successful candidate for this position 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 to request reasonable accommodations to participate in the hiring process and will not be disqualified from consideration based upon such requests.

(Revised 6/21/2024)