



**NEVADA LEGISLATIVE COUNSEL BUREAU
RESEARCH DIVISION
RESEARCH POLICY ASSISTANT**

The Research Division of the Legislative Counsel Bureau (LCB) of the State of Nevada is seeking qualified applicants for the position of Research Policy Assistant. The Research Division is a nonpartisan office that is part of the central staff of the Nevada Legislature, which meets biennially in odd-numbered years for 120 days. The LCB is a nonpartisan agency that provides professional, technical, and administrative support to the Nevada Legislature. The Research Division provides high-quality policy analysis, research, and assistance to the Nevada Legislature, including legislators, legislative committees, and constituents.

Position Description: Under the direction of a manager, the Research Policy Assistant performs general administrative and secretarial work and assists a team of policy analysts. Some responsibilities of this position include:

- Providing secretarial support to the staff of the Research Division;
- Compiling and preparing legislative information for publication;
- Maintaining calendars and files;
- Assisting policy analysts with preparing written responses to inquiries from legislators and constituents; and
- Answering and directing telephone calls.

When the Legislature is not in session, the Research Policy Assistant provides secretarial support for various committees, including:

- Scheduling and attending committee meetings;
- Coordinating meeting accommodations, meals, and transportation;
- Preparing and posting agendas;
- Compiling and uploading meeting materials to the legislative webpage;
- Transcribing and preparing accurate minutes that reflect meeting activities;
- Reviewing and editing committee reports and research memoranda; and
- Assisting policy analysts with committee assignments.

During legislative sessions, the Research Policy Assistant provides secretarial support to policy analysts, which may include tracking the status of legislation, preparing documents for committees, and proofreading and editing floor statements, legislative remarks, committee briefs and letters, and amendment explanations.

Qualifications: Graduation from high school or equivalent education is required. The successful candidate must also have at least four years of relevant work experience, which may include experience as a secretary or administrative assistant in a professional setting. Knowledge and experience with Microsoft Office Suite is required.

Knowledge, Skills, and Abilities: The successful candidate must be very detail oriented; possess strong communication, organizational, and time management skills; and have the ability to multitask and work independently with difficult deadlines. Applicants must be able to edit and proofread text for grammar and spelling with accuracy and prepare comprehensive and accurate minutes and summaries of meetings. The successful candidate must demonstrate the ability to work with a broad range of people without personal bias; to establish and maintain courteous and effective relationships with other employees, legislators, representatives of governmental agencies, and members of the public; to maintain confidentiality; and to accept and adapt to changes in the work environment. All work is performed on a professional, nonpartisan basis.

Salary and Benefits: The salary for this position is a pay grade 31, which has an annual salary range of approximately \$43,785 to \$64,393, based upon the employee/employer paid retirement option. Employees receive the same benefits available to state employees generally, which includes 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. A description of the current health, vision, and dental benefits available to all employees may be accessed at <https://pebp.state.nv.us/>. Other optional benefits are available, including a deferred compensation program.

Working Environment: This position is located in Carson City, Nevada. The position is performed in a typical office environment in a professional setting. Significant overtime is required during legislative sessions and may also be required at other times as necessary to meet the demands of the Research Division. This position may occasionally require in-state travel. On a case-by-case basis, the LCB may in its sole discretion offer a flexible work schedule or telework, except that in-person work is generally required during legislative sessions.

Application Process: Applicants must submit an LCB application, which may be found at: <https://www.leg.state.nv.us/lcb/Admin/EmploymentOpportunities/research-division>. In addition, applicants should submit a cover letter with current résumé.

Applications will be accepted until the position is filled. Applicants are encouraged to submit the application as soon as possible since the position may be filled at any time. Applications may be submitted via email to LCBHR-Employment@lcb.state.nv.us, or mailed to:

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

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not tolerate discrimination or harassment based on any of these characteristics, nor will it tolerate unlawful retaliation.

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