

# **NEVADA LEGISLATIVE COUNSEL BUREAU RESEARCH DIVISION CONSTITUENT SERVICES UNIT**

**LAS VEGAS, NEVADA**

## **RESEARCH ANALYST**

The Legislative Counsel Bureau (LCB) is the full-time, central, nonpartisan staff of the Nevada State Legislature. The Research Analyst is assigned to the Constituent Services Unit of the LCB Research Division. Under general supervision, the analyst performs “quick-response” research into a broad variety of subjects at the request of legislators and their constituents. Among other duties, the Research Analyst prepares research papers, speeches, and other products and documents as required. All work is performed on a professional, nonpartisan basis.

Minimum qualifications for the position include a bachelor's degree from an accredited college or university. Experience in constituent services or customer service and public policy analysis and/or research is preferred. Knowledge of state and local government operations and issues related to corrections, education, health care, and social services is desired. Previous work with elected officials is desirable, but not required. An ability to speak, read, and write both in English and Spanish languages and to translate Spanish to English and English to Spanish is also desirable.

The Division is recruiting to fill one or more permanent Research Analyst positions beginning on or after May 4, 2020. In addition, the Research Division may use this same recruitment to fill one or more temporary session-hire positions beginning in the fall of 2020 and ending on or before June 30, 2021. The permanent position(s) will be based in the Las Vegas Office of the LCB, with some limited travel required to and from the Legislative Building in Carson City.

## **SALARY AND BENEFITS**

The salary range is \$53,599 to \$79,720 (Grade 36) annually (employee/employer paid retirement), depending on qualifications and experience. Benefits include paid holidays, annual leave, sick leave, a retirement plan, and health insurance.

Applicants must submit a Legislative Counsel Bureau Employment Application ([click here](#)) and a letter of interest with résumé to Ken Kruse, Human Resources, Legislative Counsel Bureau, 401 South Carson Street, Carson City, Nevada 89701-4747 (Telephone: 775/684-6966; Fax: 775/684-6965). Electronic mail may be used to transmit the application, letter, and résumé. Please utilize MS Word format and send to [kkruise@lcb.state.nv.us](mailto:kkruise@lcb.state.nv.us).

**CLOSING DATE: MARCH 27, 2020, AT 5 P.M.**

NOTE: The Legislative Counsel Bureau is an Equal Opportunity Employer and does not discriminate based on race, creed, color, national origin, sex, sexual orientation, gender identity or expression, age, political affiliation, or disability.

# RESEARCH ANALYST (GRADE 36)

## CONSTITUENT SERVICES UNIT-LAS VEGAS

### DEFINITION OF CLASS

The Research Analyst in the Research Division's Constituent Services Unit (CSU) works under the direct supervision of the Manager of the Unit. The Research Analyst performs quick-response research into a broad variety of subjects at the request of legislators and their constituents. With limited supervision, he or she prepares research papers, speeches, and other products and documents as required. The Research Analyst responds to inquiries concerning Nevada's government and laws; education, corrections, health care, and social services matters; and public problems from residents, counterpart agencies, and legislators. All work is performed on a professional, nonpartisan basis.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND EXPERIENCE

A bachelor's degree from an accredited college or university is required. Experience in constituent or customer services and public policy analysis and/or research is preferred. Knowledge of state and local government operations and issues related to corrections, education, health care, and social services is desired. Previous work with elected officials is desirable, but not required. An ability to speak, read, and write both in English and Spanish languages and to translate Spanish to English and English to Spanish is also desirable.

#### KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Broad knowledge of academic, private, and government research resources.
- An understanding of formal research techniques, including basic computer applications and an ability to organize and display statistical data.
- Exceptional communication and interpersonal skills, written and oral.
- Ability to assemble and analyze information quickly and accurately.
- Initiative and ability to work under pressure to produce a significant quantity of work products of superior quality.
- Demonstrated ability to work with a broad range of people without letting personal opinions or positions influence work procedures or products.

### EXAMPLES OF DUTIES

The following is used only as a partial description and is not restrictive as to the duties required:

- Perform basic research as directed;
- Assist legislators in dealing with constituents' problems and prepare related correspondence with agencies and constituents on behalf of legislators;
- Write speeches for legislators;

- Respond to public inquiries concerning Nevada's government and laws, including laws and policies relating to corrections, education, health care, social services, state and local government operations, and other public policy matters;
- Prepare and distribute congratulatory and recognition documents, forms, and awards on behalf of legislators;
- Prepare publications for distribution by the Research Division;
- Continuously work to develop significant knowledge and expertise in a number of subject areas, as assigned; and
- Assist in the implementation of the Research Division's Strategic Plan.

Revised February 21, 2020