



**NEVADA LEGISLATIVE COUNSEL BUREAU
STATE PRINTING OFFICE
SHIPPING AND DELIVERY CLERK**

Position Description: The Nevada State Printing Office, which is part of the Legislative Counsel Bureau, is seeking qualified applicants for the position of Shipping and Delivery Clerk in Carson City. The Legislative Counsel Bureau (LCB) is a nonpartisan agency which provides professional, technical and administrative support to the Nevada Legislature. The State Printing Office provides printing services for the Nevada Legislature, the Legislative Counsel Bureau, agencies of the Executive Branch and other governmental entities. The Shipping and Delivery Clerk performs a full scope of shipping, receiving, and warehousing duties. Responsibilities include, but are not limited to, providing customer service, packaging and delivering completed work to customers, picking up materials, unloading trucks and stocking inventory, operating a forklift and delivery vehicles, completing data entry and producing shipping labels. This position frequently works without direct supervision.

Salary and Benefits: The salary for this position is based on a Grade 25, which has an annual salary of approximately \$33,971 to \$49,151, 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.

Qualifications: Graduation from high school or equivalent education is required, as is a valid Nevada driver's license with a satisfactory driving record. Applicants must possess excellent customer service and communication skills and be able to work both independently and as part of a team. The successful candidate will be self-motivated, organized and flexible, demonstrating the ability to meet deadlines under time pressure.

Working Environment: The position is performed in a typical print shop environment, in a building which is fully heated and air conditioned. Significant overtime is required during the legislative session and may also be required at other times as needed. The person in this position will:

- Walk, stand, crouch, grab, hold, push, pull, bend, lift and carry 50 pounds, raise arms above the head, and sit for extended periods.
- Drive forklift and delivery vehicles.

- Operate a computer and other office equipment with appropriate training.
- Operate hand tools, power tools, and mechanical equipment with appropriate training.

Application Process: Applicants are required to have a background check and any offer of employment is conditional pending the results of the background check.

All applicants must submit an LCB Employment Application and are encouraged to submit a cover letter and résumé with references. The LCB application is located at:

[Nevada State Legislature Employment Opportunities | State Printing Office](#)

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 may be mailed to:

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

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