



**Nevada Legislative Counsel Bureau
Administrative Division
Broadcast and Production Services Unit**

2017 Session Broadcast Technician

POSITION: Session Broadcast Technician, Temporary Full-Time Employment, Carson City, NV
CONTACT: Ken Kruse, Human Resources/Accounting, 775.684.6966

SALARY AND BENEFITS:

Grade 23 (\$13.76 per hour based on the Employer/Employee Retirement rate). Benefits include: Paid holidays, annual leave, sick leave, insurance; after the appropriate waiting periods. An explanation of the retirement options and information regarding state retirement benefits may be accessed at <http://nvpers.org/>.

A description of the current health and dental benefits provided to all state employees is available at http://pebp.state.nv.us/all_plan_benefits.htm. Other optional benefits are also available, including a deferred compensation program.

This is a temporary position and will begin on or after January 3, 2017 and end on or before June 30, 2017. Hours will be 7:00 a.m. – 4:00 p.m., Monday – Friday. Overtime may be required.

SUMMARY

This position serves as a technician in a fast-paced, demanding work environment, requiring total customer satisfaction. The Broadcast and Production Unit provides various services related to the technical operation, installation and maintenance of audio and video systems, computer network infrastructure, telephone system and in-house television systems, camera control and operations, security and life-safety systems, and the production, editing, duplication, and storage of various forms of electronic media. The successful applicant must be willing to learn new things, accept challenges, and behave in a professional manner.

This job description provides a descriptive list of the range of duties performed by employees who hold this position. It does not list all of the duties of the job. To meet the needs of the Administrative Division, an employee in this position may be asked by supervisors to perform other duties in addition to or in lieu of those set forth herein. An employee in this position will be evaluated in part based upon the performance of the tasks listed in this job description. The Administrative Division has the right to revise this job description at any time. The job description is not a contract for employment.

DUTIES & RESPONSIBILITIES:

- Set-up and operation of high-end audio/visual equipment in order to produce live coverage of Assembly and Senate proceedings, including robotic cameras, digital audio mixers, text generators, archive software, and videoconferencing equipment.
- Set up and operation of audio/visual equipment such as laptops, video projectors, screens, teleprompters, production lighting, press conferences and photo/video shoots.
- Limited diagnostics related to equipment malfunction
- Use a network and local computer system (both desktop and laptop), including various software programs related to the capture, edit process, and duplication of varying types of media (audio, video, data)

KNOWLEDGE OF:

- Computers and software, Microsoft Office, Microsoft Windows
- Phone etiquette
- Excellence in customer service
- Safe working practices
- Basic set up of audio/visual equipment

ABILITY TO:

- Provide high levels of courteous customer service, even at peak volumes
- Be highly organized and detail oriented
- Communicate effectively in writing and orally
- Use computers proficiently for electronic mail, word processing, spreadsheets, slide presentations, internal calendar programs, general administrative use, Internet research, and various programs associated with managing audio and visual media files
- Apply common sense understanding to carry out instructions and address problems related to job duties
- Work effectively with others in a team environment
- Use carts, hand trucks, ladders, and other materials handling equipment to move, transport, and install equipment
- Maintain strict confidentiality standards

WORKING CONDITIONS:

- Periods of high stress – especially during legislative session;
- Overtime in preparation for the legislative session as well as during legislative session;
- Requires extended periods of sitting;
- Work in a shared office space.

EDUCATION AND EXPERIENCE:

- Graduation from high school or equivalent
- Basic computer software applications, Microsoft Office, and Windows operating systems
- Experience operating video conferencing equipment preferred but not required.

APPLICATION PROCESS:

The Legislative Counsel Bureau (LCB) is the central non-partisan staffed agency serving the Nevada Legislature. The LCB invites interested applicants to fully familiarize themselves with the above outlined duties, abilities, and job functions. Applicants are subject to a background check.

All applicants must submit an LCB Employment application and are encouraged to submit a letter of interest and a current résumé. The LCB application may be found at:

<https://www.leg.state.nv.us/App/CareerOpenings/A/>

Applications will be accepted until the position is filled. All applications will be accepted on a first-come, first-served basis. Hiring may occur at any time during the recruitment process. Email may be used to transmit your application, letter and résumé. Please utilize a Word or PDF format and send to kkruse@lcb.state.nv.us Applications may be dropped off in person to Room 1140 of the Nevada Legislature or mailed to:

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

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