



**Nevada Legislative Council Bureau
Administrative Division
Broadcast and Production Services**

Session Broadcast Technician

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

SALARY AND BENEFITS:

Grade 23 (\$13.36 per hour based on the Employer/Employee Retirement rate); The requirement for approximately 24 hours of unpaid furlough leave annually for this position will reduce the salary initially. Benefits include paid holidays, annual leave, sick leave, a retirement plan, and health insurance. An explanation of the retirement options and information regarding state retirement benefits may be accessed at <http://www.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 Tuesday, January 20, 2015 and end on or before June 30, 2015. 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 the 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 of audio/visual equipment such as laptops, video projectors, and screens.
- 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

- Overtime, nights, and weekend duties as required
- Sitting for long periods of time, working at a computer terminal, and wearing earphones
- Bending, lifting, climbing, walking, standing
- Occasional lifting up to 50 pounds

EDUCATION AND EXPERIENCE:

- Graduation from high school or equivalent
- Strong computer/technical skills preferred

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 application and a current résumé. The LCB application may be found at:

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

Applications must be received no later than **Friday, January 2, 2015**, at 5:00 p.m. 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

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