



**NEVADA LEGISLATIVE COUNSEL BUREAU  
ADMINISTRATIVE DIVISION  
COMMUNICATIONS SURVEILLANCE TECHNICIAN (CST)**

**POSITION:** CST, Full Time Employment, Carson City, NV  
**Contact:** Ken Kruse, Human Resources/Accounting, 775.684.6966

**SALARY AND BENEFITS:**

Grade 30, (\$41,572 - \$61,011) annually at the Employee/Employer 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](http://pebp.state.nv.us/all_plan_benefits.htm). Other optional benefits are also available, including a deferred compensation program.

**SUMMARY:**

The successful applicant will work as a full time surveillance technician for the entire Legislative property and the Capitol complex. Primary responsibility will include detection of situations requiring police assistance, communications with offices and monitoring access control systems. The work includes but is not limited to: professional performance and knowledge of law enforcement skills, high expectations for confidentiality, honesty, reliability, and other duties as assigned.

This job description provides a 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:**

- Operate the following law enforcement equipment: Radio dispatch equipment, surveillance equipment and computers.
- Work cooperatively with local law enforcement agencies in accordance with inter-local agreements.
- Coordinate the opening and securing of the Legislative Counsel Bureau properties and mall.
- Maintain the security of the Legislative building by monitoring access points for suspicious persons.
- Developing a working knowledge of the security and fire prevention systems utilized at the Legislative Counsel Bureau.
- Provide assistance to Legislators, staff and the general public on the current information of hearings and public meetings.

- Work cooperatively within the Police Unit and across other Units and Divisions within the Legislative Counsel Bureau.

#### **SKILLS & COMPETENCIES:**

- Ensure high levels of customer service and maintain effective productive working relationships. Use sound judgment and model integrity and honesty.
- Communicate effectively in writing and orally. Prepare clear and concise reports, and work with legislators, staff and the public.
- Understand the consequences and potential problems inherent in a legislative environment. Work effectively with other internal units and divisions, external agencies and the public.
- Apply common sense understanding to carry out instructions and address problems related to job duties. Foster and maintain confidentiality, integrity, honesty, respect and efficiency.
- Have the ability to read and comprehend police-related material.
- Working knowledge of Microsoft applications.

#### **WORKING CONDITIONS:**

- Overtime as required during meetings, special events and various peak times during session.
- Long periods of sitting in an office environment.
- Position requires work on weekday, evenings, weekends and/or holidays.

#### **EDUCATION AND EXPERIENCE:**

- Valid Nevada driver's license with a satisfactory driving record.
- Graduation from high school or equivalent education.
- Must have experience in one or more areas: public safety dispatch, protection of persons or property, prior military or law enforcement, private surveillance or IT.

#### **APPLICATION PROCESS:**

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

All applicants must submit a Legislative Police employment application and are encouraged to submit a cover letter with a current résumé. The LCB police application can be found at <http://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](mailto: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.**