

NEVADA LEGISLATIVE COUNSEL BUREAU

RESEARCH DIVISION

CARSON CITY, NEVADA

GEOGRAPHIC INFORMATION SYSTEMS (GIS) TECHNICIAN (TEMPORARY SESSION HIRE)

The Legislative Counsel Bureau (LCB) is the full-time, central, nonpartisan staff of the Nevada State Legislature. The Geographic Information Systems (GIS) Technician is assigned to the LCB Research Division. Under general supervision, the technician supports Reapportionment and Redistricting activities for the 2021 Legislative Session. Among other duties, the technician works with GIS software, creates various maps and statistical reports, trains users on GIS and the redistricting application, and provides technical support for all redistricting purposes. All work is performed on a professional, nonpartisan basis and the GIS Technician must adhere to strict confidentiality requirements set forth for LCB employees.

The Division is recruiting to fill **four** temporary, full-time GIS Technician positions beginning on or around December 7, 2020, and ending on or before July 31, 2021, with the possibility of an extension of up to three months based on the redistricting schedule of the Nevada Legislature. The temporary positions will be based in Carson City, Nevada, with the possibility of some remote work required. To be successful in this position, the candidate must be a self-starter, be capable of delivering a high-quality product while working in a team environment, and demonstrate meticulous attention to detail.

A bachelor's degree from an accredited college or university preferred. Graduation from high school or the equivalent is required. The applicant must possess knowledge of Microsoft Office, Windows 10, and the Internet (various research and search tools). Experience with ESRI's ArcGIS software or other GIS applications is desired. Previous customer service/support experience is also desirable. Additional details and duties of the position are set forth on the following pages.

SALARY AND BENEFITS

The salary range is \$24.56 to \$36.48 per hour based on the employee/employer retirement rate (Grade 35). Benefits include paid holidays, annual leave (after the appropriate waiting period), sick leave, a retirement plan, and health insurance.

Applicants must submit an LCB Employment Application ([click here](#)) and a letter of interest with résumé to Ken Kruse, Human Resources, LCB, 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 or PDF format and send to lcblr@lcb.state.nv.us.

CLOSING DATE: MONDAY, NOVEMBER 2, 2020, AT 5 P.M.

NOTE: The LCB 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.

GEOGRAPHIC INFORMATION SYSTEMS TECHNICIAN (GRADE 35)

**RESEARCH DIVISION, LEGISLATIVE COUNSEL BUREAU,
CARSON CITY**

DEFINITION OF CLASS

The Geographic Information Systems (GIS) Technician in the Research Division works under the direct supervision of the GIS Analyst/Redistricting GIS Specialist. The GIS Technician will support all Reapportionment and Redistricting activities for the 2021 Legislative Session, including, but not limited to, working with GIS software, creating various maps and statistical reports, training users on GIS and the redistricting application, and providing technical support for all redistricting purposes. Other duties may include end-user support of hardware and software issues, including word processing and general computer-use questions. To meet the needs of the Research 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. 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 preferred. Graduation from high school or the equivalent is required. The applicant must possess knowledge of Microsoft Office, Windows 10, and the Internet (various research and search tools). Experience with ESRI's ArcGIS software or other GIS applications is desired. Previous customer service/support experience is also desirable.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

The Geographic Information Systems Technician must be a flexible team player with a demonstrated ability to work well with a broad range of people, including elected officials, without letting personal opinions or positions influence work procedures or products. This position also requires a person with keen attention to detail and exemplary time management skills. In addition, the GIS Technician requires a working knowledge of the Division's mission and goals; the ability to work effectively with LCB staff; the capability to adapt and follow the policies, procedures, and rules established by the Research Division and the LCB; and the ability to establish and maintain courteous, effective relationships with other employees, legislators, representatives of governmental agencies, and the public.

The GIS Technician must also possess:

- A demonstrated ability to work well with others and efficiently on a team;
- Exceptional communication and interpersonal skills, both written and oral;
- Customer-service skills with a willingness to follow through on service requests;
- The ability to maintain confidentiality of information;

- Initiative and the ability to productively handle changing priorities, adapt quickly to new situations and challenges, and exercise patience and professionalism under pressure;
- An ability to learn and retain new skills quickly and effectively;
- Skills at defining and visualizing complex problems, thinking through solutions abstractly, and selecting the best course of action; and
- The ability to pay attention to detail with a high degree of accuracy.

EXAMPLES OF DUTIES

The list of duties below is only as a partial description and is not restrictive as to the full duties required:

- Provide technical support to legislators, staff, and constituents throughout the Reapportionment and Redistricting process;
- Train legislators, staff, and constituents on the functionality of the redistricting software;
- Provide redistricting support to legislators, staff, and constituents by creating districts, using the redistricting software, under the direction of the customer;
- Design and produce thematic district maps;
- Provide statistical population reports and tables, based on redistricting plans;
- Format and import various data into the redistricting database;
- Meet with and provide assistance to state and local officials regarding reapportionment and redistricting issues;
- Respond to requests via email or telephone;
- Provide timely, onsite support;
- Provide service to walk-in customers;
- Establish and maintain good customer relations;
- Provide high-quality customer service through accurate, courteous, and prompt communications; and
- Provide follow-up with customers to ensure satisfactory resolution of service requests.

Revised September 2020