NEVADA LEGISLATIVE COUNSEL BUREAU
ADMINISTRATIVE DIVISION
SESSION POLICE OFFICER

POSITION: Session Police Officer, Temporary Employment, Carson City, NV
Contact: Ken Kruse, Human Resources/Accounting, 775.684.6966

SALARY AND BENEFITS:
Grade 32-5, ($23.03 hourly at the Employee/Employer Retirement Rate, this rate does not reflect the 2% COLA increase on 7/1/2016); 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.

Funding for this position is pending the approval of the Legislative Commission. This position is scheduled to begin during the month of January 2017 and end on or before June 30, 2017. Special consideration will be given to Session Officers wanting to work after the 2017 Legislative Session.

SUMMARY:
The successful applicant during the 2017 session will be asked to perform a variety of law enforcement functions, which include patrol, investigations, dignitary protection and transportation, communications, surveillance and security, access control systems, and public meetings while providing a high level of customer service. 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:

- Work cooperatively with local law enforcement agencies in accordance with inter-local agreements.
- Perform police officer duties as required to meet protection and security responsibilities. Patrol all Legislative Counsel Bureau facilities, enforcing LCB regulations and State and city laws and regulations.
- Assist on dangerous calls and respond to calls of a serious nature.
- Work cooperatively within the Police Unit and across other Units and Divisions within the Legislative Counsel Bureau.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- An Applicant must be currently certified as a Nevada Category I or II peace officer (either active or inactive). Those with an expired Nevada POST certificate will not qualify for this position or;
- The Applicant is a full time peace officer or has been a full time peace officer within a state meeting Nevada POST reciprocity and possesses that states' Basic POST certificate equivalent to Nevada Category I Basic POST Certificate. The out of state basic certificate must be in good standing, with no suspensions or revocation. Said employment with the out of state law enforcement agency must have been within 60 months of the hire date with LCB. A list of reciprocity states may be found at www.post.nv.gov.

No person may be appointed to perform the duties of a peace officer unless he or she:

- Has undergone a complete and documented investigation of his or her background which verifies that the person has good moral character and meets the minimum standards established by the Nevada P.O.S.T. Commission;
- Is a citizen of the United States;
- Is at least 21 years of age at the time of the appointment;
- Has successfully completed the 12th grade or has been certified by an appropriate authority as having an equivalent education; and
- Has undergone a medical examination performed by a licensed physician who confirms in writing that no physical condition exists which would adversely affect his or her performance of the duties of a peace officer. The employing agency shall inform the examining physician of the specific functions required by the position to be filled;
- Passed the Agencies Physical Performance test;
- The investigation of the background of a person must include, without limitation:
  - An investigation of the current and past employment history of the person, including, without limitation, an examination of the duties that have been assigned to the person and any performance evaluations of the person;
  - An inquiry into the criminal history of the person in the State of Nevada and in any other state where the person is known to have resided, which must include, without limitation, any warrants issued for the person and the submission of the person's fingerprints to the Central Repository for Nevada Records of Criminal History for submission to the Federal Bureau of Investigation for its report;
  - An inquiry to the Department of Motor Vehicles and the appropriate entity in each other state in which the person is known to have resided regarding any driver's licenses the person has held and the driving record of the person;
  - A financial history of the person;
  - The educational background of the person;
  - The history of any military service of the person;
  - A history of each physical address where the person has resided;
  - A drug screening test;
  - A psychological evaluation; and
  - The use of a lie detector as defined in NRS 613.440 for a peace officer being appointed as a category I, category II or reserve peace officer.
- A person may not be appointed to perform the duties of a peace officer if he or she has:
  - Been convicted of a felony in this State or of any offense which would be a felony if committed in this State;
  - Been convicted of an offense involving moral turpitude or the unlawful use, sale or possession of a controlled substance; or
  - A documented history of physical violence.

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.
- Working knowledge of Microsoft applications

WORKING CONDITIONS:

- Indoors and outdoors in all types of weather conditions.
- Overtime as required during meetings, special events and various peak times during session.
- Long periods of standing at isolated posts or sitting in an office environment.
- Possibility of shift work.

EDUCATION AND EXPERIENCE:

- Valid Nevada driver's license with a satisfactory driving record.
- Category I or II P.O.S.T certification.

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 are subject to a background check.

All applicants must submit an LCB Employment Application, proof of P.O.S.T. certification and are encouraged to submit a letter of application with a current résumé, including references. The LCB 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. 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.

(Revised 4/20/16)