



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

2020-2021 Broadcast Assistant

POSITION: Broadcast Assistant, Temporary Full-Time or Part-Time Employment

CONTACT: Ken Kruse, Human Resources 775.684.6966

SALARY AND BENEFITS:

Grade 25 (\$16.27 - \$23.54 per hour based on the Employer/Employee Retirement rate; Depending on Experience). 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 <https://pebp.state.nv.us/plans/new-hire-resources/>. Other optional benefits are also available, including a deferred compensation program.

Full-time and part-time employment is available. These are temporary positions and will continue as needed until June 30, 2021. This position requires a flexible work schedule and employees may be required to work overtime, which is paid. This position requires remote work so the candidate must have access to a reliable internet connection. Internship credit may be available for students in qualifying programs. On-site work may also be required when necessary. This position requires work in a fast-paced, demanding environment and requires total customer satisfaction. The successful applicant must be willing to learn new things, accept challenges, and behave in a professional manner.

SUMMARY

The Broadcast and Production Services 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.

This announcement describes the range of duties performed by employees who hold this position. It does not list all of the duties of the job.

JOB RESPONSIBILITIES INCLUDE:

- Set-up and initiate cloud-based video conferencing calls to produce live coverage of the proceedings of the Nevada Legislature;
- Facilitate and help members of the Legislature, staff, and the public to join video-conferencing calls by live interaction with technical help;
- Monitor and manage calls throughout the duration of the broadcast meetings by performing technical tasks that showcase participants as necessary for the successful production of the event; and
- Other related duties as required.

APPLICANT MUST HAVE KNOWLEDGE OF:

- Computers and software, including instant messaging, electronic mail, video chat, word processing, spreadsheets, slide presentations, internal calendar programs, general administrative use, Internet research, and various programs associated with managing audio and visual media files;
- Phone etiquette;
- Excellence in customer service; and
- Safe working practices.

APPLICANT MUST HAVE THE ABILITY TO:

- Provide high levels of courteous customer service, even during busy periods;
- Organize and provide great attention to detail;
- Communicate quickly and effectively in writing and verbally;
- Exercise good judgment in carrying out instructions and addressing problems related to job duties;
- Work effectively with others in a remote team environment; and
- Maintain strict confidentiality standards.

WORKING CONDITIONS:

- Busy periods with deadlines and long hours, especially during legislative session;
- Overtime required when needed;
- May require sitting for extended periods; and
- Remote work and/or in a shared office space.

EDUCATION AND EXPERIENCE:

- Graduation from high school or equivalent is required;
- Basic computer software applications, Microsoft Office, and Windows operating systems is required;
- Background in broadcast journalism, audio/visual support, and/or knowledge about public governing bodies is preferred, but NOT required.
- Ideal candidates will have strong computer/technical skills and a desire to learn.

APPLICATION PROCESS:

The Legislative Counsel Bureau (LCB) is the central non-partisan staff agency serving to support the legislative branch of government and collectively serves the Nevada Legislature.

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

<https://www.leg.state.nv.us/lcb/Admin/EmploymentOpportunities/admin-division-broadcast-and-production-services>

As part of the interview process, applicants will be required to take a skills based test.

Applications will be accepted until the positions are filled. Hiring may occur at any time during the recruitment process. Please transmit your application, letter and résumé via email to Ken Kruse at KKruse@lcb.state.nv.us, or by mail to the Nevada Legislative Counsel Bureau, Attn: Ken Kruse, 401 S. Carson St., Carson City, NV 89701.

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