



**NEVADA LEGISLATIVE COUNSEL BUREAU
INFORMATION TECHNOLOGY SERVICES UNIT
IT PROFESSIONAL III**

Position Description: The Legislative Counsel Bureau is seeking qualified candidates for the position of IT Professional III. The Legislative Counsel Bureau (LCB) is a nonpartisan agency which provides professional, technical, and administrative support to the Nevada Legislature. The IT Professional works within the Information Technology Services Unit and provides technical support to Legislators and LCB and legislative staff. The IT Professional analyzes, develops, maintains, and modifies computer operations; designs and maintains computer networks; and assists with network security. The person in this position also provides training on computer use and assists the Help Desk Support in responding to issues and providing general customer service. This position involves working within a highly professional environment with Legislators, LCB and legislative staff, and members of the public who visit the Legislative Building.

Salary and Benefits: The salary for this position is based on a Grade 40, which has an annual salary of approximately \$63,746 to \$95,762, based upon the employee/employer paid retirement option. Employees receive the same benefits available to state employees generally, which includes paid annual leave, paid sick leave, health insurance and retirement benefits. An explanation of the retirement options and information regarding state retirement benefits may be accessed at www.nvpers.org. A description of the current health, vision and dental benefits available to all employees may be accessed at <https://pebp.state.nv.us/>. Other optional benefits are available, including a deferred compensation program.

Location: The offices of the LCB are mostly based in Carson City within and adjacent to the Legislative Building. In addition, the LCB maintains offices in the Grant Sawyer Office Building in Las Vegas. This position is based in Carson City. The Legislative Building shares grounds with the State Capitol, providing a beautiful and pleasant work environment. Carson City and the surrounding areas offer an array of housing options. In addition, Carson City is surrounded by the beautiful Sierra Mountains which offers world class skiing and golfing as well as hiking, biking, and various other outdoor activities and cultural events, not to mention an average of over 320 days of sunshine each year.

Qualifications:

- Bachelor's degree from an accredited college or university with major course work in computer science, management information systems, or closely related field and two years of progressively responsible professional IT experience relevant to the duties of the position which may include computer operations, systems administration, network administration, database administration, and/or applications analysis and development; OR two years of experience as an IT Professional II in Nevada State service; OR an equivalent combination of education and experience.

- Demonstrated ability to communicate clearly in writing and verbally
- Demonstrated experience providing excellent customer service

Responsibilities: The responsibilities of the IT Professional III include, but are not limited to:

- Resolving server and network issues
- Maintaining firewalls and other security suites
- Administering Microsoft Exchange 365
- Planning, designing, developing, and verifying wired and wireless networks
- Installing hardware and software on the computer server
- Maintaining accounts and policies for the Windows Active Directory
- Providing training and developing written instruction for users in operating basic personal computers and software
- Assisting in responding to requests submitted to the Help Desk

Knowledge and Skills Required: The person in this position must have knowledge and experience with:

- VMWare Hypervisor
- Basic networking, including routing, switching, and VLANs
- Cisco networking equipment
- Computer Security, including, active directory, firewalls, Virtual Private Network, IDS/IPS, endpoint protection
- Operating a Microsoft SCCM server, including pushing and updating applications, developing, and deploying images and manage Windows updates
- Operating, administering, and managing Microsoft Office 2016, 2019 and 365
- Internet usage, including various research and search tools
- Operating Systems – configure and maintain Windows 10 Server 2012, 2016 and 2019
- Computer Networking, including maintaining and troubleshooting basic networks (LAN, WAN, WLAN)
- Installing server components and software
- AD schema and group policy

Working Environment: The position is performed in a typical office environment. The person in this position will:

- Walk, stand, crouch, grab, hold, push, pull, bend, raise arms above the head, and sit for extended periods.
- Operate a computer and other office equipment.
- Significant overtime is required during the legislative session and may also be required at other times as needed.

Application Process:

Applicants are required to have a background check and any offer of employment is conditional pending the results of the background check.

All applicants must submit an LCB Employment Application which is located at [Nevada State Legislature Employment Opportunities | Admin Division - Information Technology Services](#). Applicants are also encouraged to submit a cover letter and résumé with references. Applicants are encouraged to submit the application as soon as possible since the position may be filled at any time. Applications may be submitted by email to LCBHR-Employment@lcb.state.nv.us, or may be mailed to:

Legislative Counsel Bureau
Attn: Ken Kruse, Human Resources
401 S. Carson Street
Carson City, NV 89701-4747

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(Revised 7/12/2021)