



**NEVADA LEGISLATIVE COUNSEL BUREAU
ADMINISTRATIVE DIVISION**

AUDIO VISUAL AND HEARINGS TECHNICIAN III

Carson City, Nevada

Salary up to \$109,640 (employee/employer paid retirement plan)

The Audio Visual and Hearings (AVH) Unit of the Legislative Counsel Bureau (LCB) is seeking a diverse pool of qualified applicants for the position of AVH Technician III within the Administrative Division. The LCB is a nonpartisan, legislative service agency that provides professional, technical and administrative support to the Nevada Legislature, which convenes biennially in odd-numbered years for 120-day sessions and for rare special sessions during the interim periods. The AVH Unit broadcasts and records the proceedings of the Nevada Legislature via an internal television network and provides access to the legislative process for the public through internet streaming and remote participation and performs various other services to support the LCB. This is a full-time position located in Carson City, Nevada.

Position Description: Under the general supervision of the AVH Supervisor, the AVH Technician III will work closely with other AVH staff to uphold high standards of broadcasting quality and operational efficiency, ensuring the seamless operation of legislative broadcasts and recordings and enhancing the legislative process through reliable technical support. Responsibilities of the AVH Technician III may include, without limitation:

- Leading meetings for the AVH Unit;
- Collaborating with a team of talented professionals, including technicians and supervisors, while providing excellent customer service and seamless operation of meetings;
- Ensuring compliance with industry regulations, safety standards and best practices by regularly reviewing and updating protocols, conducting audits and inspections, and implementing new technology;
- Promoting a positive and inclusive work environment that fosters teamwork, professional development and a culture of innovation and creativity;
- Working closely with other divisions and units within the LCB in both Carson City and Las Vegas, Nevada;
- Handling and resolving advanced technical or operational issues while ensuring that all incidents are thoroughly documented and communicated to the AVH supervisors and managers;
- Overseeing and coordinating day-to-day training for new and temporary employees, ensuring they are equipped with the necessary skills and knowledge to perform their duties effectively, including creating training programs, protocols and guidelines;
- Offering guidance, mentoring, and performance management for AVH Technicians I and II with AVH tech support;

- Supporting and participating with in-house Road Shows and Tech Events, involving the setup, operation, and breakdown of audiovisual equipment at various locations in Nevada, ensuring seamless execution and technical support throughout the event;
- Overseeing and closely monitoring the installation of equipment ensuring all specifications, safety standards and projects are carried out and tested;
- Assisting with campus press conferences which include the setup, operations and breakdown of equipment;
- Staying informed on the latest technological advancements and relevant industry certifications;
- Executing projects as required to meet operational needs;
- Providing coverage for the AVH Unit as needed; and
- Performing other duties as assigned.

Minimum Qualifications: The Audiovisual and Hearings Technician III will be selected with special preference given to the candidate's training, experience and aptitude in the field of broadcast and production services. A qualified candidate must have: (1) a high school diploma/GED; (2) at least 4 years of experience in audiovisual technology or broadcast and production services; and (3) an asbestos certification. A bachelor's or associate's degree in audio, video or broadcasting is strongly preferred. Certification as a Certified Technology Specialist or a technical degree is preferred.

The ideal candidate will demonstrate:

- The ability to learn new and existing applications;
- Excellent attendance and punctuality;
- Excellent team-leading skills, with the ability to coach and mentor a team;
- Experience working with vendors in supporting hardware and software platforms and products;
- The capability to learn and understand all aspects of the LCB's infrastructure;
- Exceptional communication and interpersonal skills, with the ability to collaborate effectively with stakeholders at all levels;
- The ability to learn all aspects of the LCB properties and buildings;
- Solid organizational and problem-solving abilities, with a keen attention to detail;
- The ability to thrive in a fast-paced, deadline-driven environment and handle changing priorities;
- Proficient in broadcast production and outdoor events;
- Advanced computer skills with experience in configuring/troubleshooting hardware including audio-DSP, A/V control, video and audio devices and USB-based software applications;
- Extensive experience with some or all of the following major brands including Crestron, Extron, DSYs, Q-SYS, Shure, ROSS Video Systems, Polycom, Sliq, DANTE and EMS; and
- Knowledge of all types of cables and terminations.

Salary: The annual salary for this position is based upon a Grade 38, which has a salary range of \$73,309 to \$109,640 under the employee/employer-paid retirement option. An employer-paid contribution plan is also available with a reduced salary in lieu of an employee contribution. Actual starting salary will be based on experience.

Benefits: The benefits include the accrual of paid annual leave and sick leave, health insurance and membership in the state's retirement plan. For additional information on the retirement options and benefits, please visit the [Public Employees' Retirement System of Nevada](#). For a description of the current health, dental and vision benefits, please visit the [Nevada Public Employees' Benefits Program](#). Other optional benefits are also available, including a deferred compensation program.

Working Conditions: The work is performed in a fast-paced, demanding office environment and requires total customer satisfaction. Significant overtime is required during legislative sessions and certain other periods as necessary to meet the demands of the Legislature, which may include on-call, after-hours, weekend and holiday work. When overtime is worked, the AVH Technician III may earn compensatory time that may be taken at a later date or be paid for the overtime, consistent with the LCB Rules and Policies and subject to budgetary limits.

Application Process: All applicants who meet the minimum qualifications may apply by submitting a [LCB Employment Application](#), cover letter and current resume via email to LCBHR-jobs@lcb.state.nv.us or by mail to:

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

Applications will be accepted on a rolling basis and the application period will remain open until the position is filled. Applicants are therefore strongly encouraged to submit their applications as soon as possible. Hiring may occur at any time during the recruitment process.

The successful candidate must undergo a background check.

The Legislative Counsel Bureau is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion or belief, national origin or ancestry, age, sex, sexual orientation, gender identity or expression, disability, pregnancy, domestic partnership, political affiliation, genetic information, or compensation history, or any other characteristic protected by applicable law. The Legislative Counsel Bureau will not tolerate discrimination or harassment based on any of these characteristics, nor will it tolerate unlawful retaliation. Applicants may contact LCBHR@lcb.state.nv.us to request reasonable accommodations to participate in the hiring process and will not be disqualified from consideration based upon such requests.

(Revised 10/04/2024)