



**NEVADA LEGISLATIVE COUNSEL BUREAU
ADMINISTRATIVE DIVISION
SECURITY SCREENER (INTERMITTENT/TEMPORARY)**

Position Description: The Legislative Counsel Bureau is seeking qualified candidates for the position of Security Screener. The Legislative Counsel Bureau (LCB) is a nonpartisan agency which provides professional, technical and administrative support to the Nevada Legislature. This is a temporary, intermittent position. The Security Screener works for the Chief of the Legislative Police and performs a variety of security functions, including operating screening equipment and technology to identify dangerous objects in bags, boxes and on people to prevent those objects from entering the building. The Security Screener is expected to perform security screening protocols in a professional manner, meeting high expectations for confidentiality, honesty and reliability. Responsibilities include operating metal detector and x-ray devices to screen objects and people entering the building, notifying Legislative Police when a more in depth search of a person, bag or other item is needed, writing clear and concise incident reports, and interacting with the public to give directions and respond to questions. A Security Screener will also operate a motor vehicle on public streets as needed to provide transports to members of the Legislature as well as visitors to the building.

Salary and Benefits: The compensation for this position is the equivalent of a Grade 32, which has an hourly rate of approximately \$21.84 to \$28.06 based upon the employee/employer paid retirement option. Intermittent employees begin accruing paid sick leave upon hire and may begin using it immediately. They also begin accruing paid annual leave upon hire and may use it after six months of employment.

Qualifications: Applicants must have graduated from high school or have an equivalent education. Experience working with the public, preferably providing security-related services, is preferred. Applicants must be customer service oriented and able to interact with others in a professional, respectful, and nonconfrontational manner. The successful applicant will demonstrate good judgment in both crisis and routine situations and will be expected to model integrity and honesty. A successful applicant must have a valid Nevada Driver's license.

Working Environment: The position is performed indoors and outdoors in all types of weather conditions. Overtime is required as needed during session, meetings, special events and various other times. The person in the position must be able to walk, stand, crouch, grab, hold, push, pull, bend, raise arms above the head, lift and carry items weighing up to 50 pounds, and stand or sit for extended periods. Shift work may be required. The applicant must be able to drive a low speed motor vehicle as needed for transports.

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 and are encouraged to submit a letter of interest with a current résumé, including references. The LCB application can be found at: [Nevada State Legislature Employment Opportunities | Legislative Police](#).

Applications will be accepted until the position is filled. 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: Angela Sullivan, Human Resources
401 S. Carson Street
Carson City, NV 89701-4747

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(Revised 4/17/2023)