



**NEVADA LEGISLATIVE COUNSEL BUREAU
INFORMATION TECHNOLOGY SERVICES UNIT
REMOTE BROADCAST TECHNICIAN**

Position Description

The Legislative Counsel Bureau (LCB) is seeking qualified candidates for the position of Session Broadcast Technician. This is a temporary session position for the 2023 Legislative Session and may begin after January 20th and end on or before June 30, 2023. The LCB is a nonpartisan agency that provides professional, technical, and administrative support to the Nevada Legislature. The Broadcast and Production Services (BPS) group works within the Information Technology Services (ITS) unit of the LCB. This position reports to a Control Room Supervisor within the BPS team.

The BPS team provides various services related to the technical operation, installation, and maintenance of audio and video systems, computer network infrastructure, telephone 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. The successful applicant will be willing to learn new things, accept challenges, and maintain a professional demeanor.

Responsibilities

Session Broadcast Technicians may perform duties across various specialized areas (e.g., remote videoconferencing support, camera operations, fiber installation and repair, and maintenance of communication systems) depending on the needs of the agency. The candidate who fills the position will function in a training capacity and learn to perform the duties described below. This candidate will operate in a fast-paced, demanding work environment that requires total customer satisfaction.

Job responsibilities may include but are not limited to:

- Operating and providing live technical support for web-conferencing platforms to facilitate remote participation in Assembly and Senate proceedings for members of the Legislature, staff, and the public;

- Operating high-end audio/visual equipment in order to produce live coverage of Assembly and Senate proceedings, including robotic cameras, digital audio mixers, text generators, archive software, and videoconferencing equipment;
- Producing, editing, and duplicating video content;
- Providing limited diagnostics related to equipment malfunction; and
- Other related duties as required.

Qualifications

The successful candidate will have the following minimum qualifications or an equivalent combination of education and experience:

- High school diploma or general education development (GED) credential;
- Basic computer skills (Windows 10, Office 365, search engines, internal calendar programs, general administrative functions, etc.);
- Phone, email, and verbal communication skills;
- Strong written and oral communication skills; and

Knowledge and Skills

The ideal candidate will be self-motivated, adapt quickly to changing priorities, and thrive in a fast-paced, demanding environment. Experience in audio/visual equipment and software, live production, broadcast journalism, and public sector/legislative bodies is preferred.

Salary and Benefits

The salary for this position is based on a Grade 27, which has an annual salary of approximately \$37,166 to 54,141 (not including 15.5% retirement contribution rate) based upon the employee/employer paid retirement option. Actual salary will depend on qualifications and experience. Employees receive the same benefits available to state employees generally, including 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, included a deferred compensation program.

Working Environment

These are temporary positions and will continue as needed until June 30, 2021. This position requires remote work so the candidate must have access to a reliable internet connection. Laptop/Equipment will be supplied during employment.

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.

The LCB works in a legislative cycle comprising 120 days of session that occurs every two years with the period in between being called the “interim.” During the interim, extended hours of overtime may be expected for preparation of the next session. During Session, extended hours of (paid) overtime are required, and a flexible schedule is also required to allow the LCB to provide high customer service to the Nevada Legislature both after hours and on some weekends.

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 <https://www.leg.state.nv.us/lcb/Admin/EmploymentOpportunities/admin-division-broadcast-and-production-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 1/20/23)