



**NEVADA LEGISLATIVE COUNSEL BUREAU
INFORMATION TECHNOLOGY SERVICES UNIT
TECHNICAL COMMUNICATION SYSTEMS SPECIALIST I**

The Legislative Counsel Bureau is seeking qualified candidates for the position of Technical Communication Systems Specialist I. The Legislative Counsel Bureau (LCB) is a nonpartisan agency that provides professional, technical, and administrative support to the Nevada Legislature. The Technical Communication Systems Specialist I works within the Broadcast Production and Services (BPS) team in the Information Technology Services Unit, which provides technical support to legislators, the LCB, and legislative staff.

Position Description: This position reports to the BPS Manager. Duties include learning to operate, fabricate, install, calibrate, program, maintain, and repair communications equipment below the journey level throughout LCB sites in Carson City, Las Vegas, and remote locations. This includes equipment dedicated to streaming and broadcasting, video conferencing, in-house voting, data systems, telecommunications systems, multiple station/operator police console systems, door entry key card systems, panic alarms, CCTV, UPS power, programmable logic controllers, televisions, robotic cameras, digital audio mixers, text generators, video archiving software, and additional audio/visual production equipment. Other responsibilities include learning to install, maintain, and repair all fiber and low-voltage copper cabling in the building; producing live coverage of legislative proceedings; editing and producing video content; and providing support for press conferences, convention-style setups, traveling roadshows, and photo/video shoots. Progression to Technical Communication Systems Specialist II may occur upon meeting the minimum qualifications and with the approval of the LCB.

Salary and Benefits: The salary for this position is based on a Grade 33, which has an annual salary of approximately \$47,188 to \$69,739, 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 Nevada mountain range and 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: The successful applicant will have either two years of progressively responsible professional experience relevant to the duties of the position and a high school diploma OR an equivalent combination of education and experience. The person in this position must have knowledge of and experience with live production, standard A/V equipment, and Microsoft Office Suite. Preference will be given to applicants with strong verbal and written communication skills, excellent customer service skills, and the ability to successfully work with various personalities, backgrounds, and skill levels.

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, sit for extended periods, and operate a computer and other office equipment. Significant overtime is required during the legislative session and other times as needed. Travel to Las Vegas and rural locations may also be required.

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 4/14/2022)