



**NEVADA LEGISLATIVE COUNSEL BUREAU
ADMINISTRATIVE DIVISION
Information Technology Services Unit**

IT PROFESSIONAL IV – Software Engineer

Carson City or Las Vegas, Nevada

Salary up to \$131,711 (employee/employer-paid retirement plan)

The Information Technology Services (ITS) Unit of the Legislative Counsel Bureau (LCB) is seeking a diverse pool of qualified applicants for the IT Professional IV – Software Engineer position within the Administrative Division. The LCB is embarking on a groundbreaking modernization project to enhance its software engineering applications and is seeking an IT Professional IV to assist in this modernization effort. 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 ITS Unit provides technical support to legislators, legislative staff, and the LCB. This is a full-time position located in Carson City or Las Vegas, Nevada.

Position Description: Under the general supervision of the IT Manager – Software Engineering, the IT Professional IV will function as a subject matter expert for LCB’s commercial off-the-shelf (COTS) and in-house systems management software. Responsibilities of the IT Professional IV may include, without limitation:

- Providing first-class IT support and customer service to legislators, legislative staff, the LCB and, occasionally, members of the public;
- Creating and maintaining applications and programs for Windows using the .Net Framework;
- Designing, developing and maintaining web applications using modern web technologies that include .Net, C#, and VB;
- Supporting the smooth operation of in-house and COTS applications during public meetings;
- Collaborating with other LCB units and divisions to provide seamless IT support and a unified experience for users;
- Leading the design, development, deployment, maintenance, configuration and troubleshooting of the Legislature’s proprietary and COTS systems;
- Documenting systems and development configuration utilizing the IT Service Management Tool (ITSM) as the environment changes and software systems evolve;
- Supervising junior IT Professionals or technicians, especially during the legislative session;

- Participating in and leading projects within the Software Engineering team, such as the design, development and implementation of COTS and custom-built software systems;
- Ensuring the effective implementation and use of development automation tools;
- Developing and maintaining configuration and security baselines for software systems in collaboration with the Information Security Officer;
- Managing the coding, unit testing and general quality assurance of Windows Forms (Winforms) and Web applications;
- Providing support and development for ADA-accessible web and Winforms applications;
- Assisting with other initiatives and projects within the ITS Unit as necessary; and
- Performing other duties as assigned.

Minimum Qualifications: The IT Professional IV will be selected with special preference given to the candidate's training, experience and aptitude, in the fields of software engineering or development. A qualified candidate must have: (1) a high school diploma/GED; (2) a valid driver's license; (3) at least 7 years of professional experience in software engineering; or (4) an equivalent combination of education and experience. A Bachelor's or Master's degree in a relevant field, or possession of a valid Certified Software Development Professional (CSDP), Professional Software Developer Certification (PSD), Certified Software Engineer (CSE) or equivalent certification may reduce the required experience by up to 3 years.

The ideal candidate will demonstrate:

- Expertise in delivering exceptional customer service to end users from diverse backgrounds and skill levels;
- The ability to work both independently and with a team;
- Subject matter expertise in the design, development, implementation and day-to-day operation of a commercial off-the-shelf (COTS) and in-house systems management software;
- Experience in designing, developing and managing a software disaster recovery solution;
- Experience with ITSM platforms, such as HaloPSA/HaloITSM, ServiceDesk, Notion and Azure DevOps;
- Expertise in development within both web environments and client/server environments;
- The ability to lift and move medium to large items weighing up to 40 pounds, without assistance, employing proper safety techniques;
- Expertise in Software Integrated Development Environments (IDE) such as Visual Studio;
- Experience working with Content Management Systems (CMS) within a complex organization;
- Proficiency in automated and manual accessibility tools;
- Proficiency with the Microsoft Office Suite and general operation of common office equipment such as scanners, multi-function copiers, telephones and printers;
- Support and maintenance of legacy web and client/server applications; and
- Management and administration of large organizational websites using web publishing software.

Salary: The annual salary for this position is based upon a Grade 42, which has a salary range of \$87,570 to \$131,711 for the employee/employer-paid retirement option. An employer-paid

contribution plan is also available with a reduced salary in lieu of an employee contribution. The actual starting salary will be based on experience.

Benefits: The benefits include the accrual of paid annual and sick leave, health insurance, and membership in the state's retirement plan. For additional information on 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 formal office environment. The successful candidate must either already reside within, or be willing to relocate to, a one-hour radius of Carson City or Las Vegas, Nevada within 90 days of joining the LCB. Overtime is required during legislative sessions and certain other periods as necessary to meet the demands of the Legislature. When overtime is worked, the IT Professional IV may earn compensatory time that can be taken at a later date or be paid for the overtime, consistent with the LCB Rules and Policies and subject to budgetary limits. Occasional travel may be required between Carson City and Las Vegas, Nevada. Such travel may be outside normal business hours.

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 1/10/2025)