



**NEVADA LEGISLATIVE COUNSEL BUREAU
ADMINISTRATIVE DIVISION, LAS VEGAS OFFICE
SESSION VIDEO OPERATOR**

POSITION: Session Video Operator, Temporary Part-Time Employment, Las Vegas, NV
Contact: Ken Kruse, Human Resources/Accounting, 775.684.6966

SALARY AND BENEFITS:

Grade 23 (\$13.76 per hour at the Employee/Employer Retirement rate). Benefits include paid holidays, annual leave, sick leave, a retirement plan, and health insurance after appropriate waiting periods. An explanation of the retirement options and information regarding state retirement benefits may be accessed at <http://nvpers.org/>.

A description of the current health and dental benefits provided to all state employees is available at http://pebp.state.nv.us/all_plan_benefits.htm. Other optional benefits are also available, including a deferred compensation program.

SUMMARY:

The Session Video Operator will be responsible for providing camera operation and audio/video conferencing services for the Las Vegas Office of the Legislative Counsel Bureau in Las Vegas, Nevada. These services include but are not limited to: setting up rooms for legislative and other meetings, providing operational support of audio/video equipment, and general office assistance as needed. This position will begin on or after January 3, 2017, and will end on or before June 30, 2017.

This job description provides a list of the range of duties performed by employees who hold this position. It does not list all of the duties of the job. To meet the needs of the Administrative Division, an employee in this position may be asked by supervisors to perform other duties in addition to or in lieu of those set forth herein. An employee in this position will be evaluated in part based upon the performance of the tasks listed in this job description. The Administrative Division has the right to revise this job description at any time. The job description is not a contract for employment.

DUTIES & RESPONSIBILITIES:

- Operate audio/video conferencing equipment and software from a central control room for up to two meeting rooms at the same time;
- Set up rooms for legislative hearings and other state agency meetings, including video projectors, laptops, screens, and digital recording equipment;
- Work under the direction of Broadcast and Production Services Unit staff to set up meeting rooms, trouble-shoot video conferencing equipment, and perform routine installation, repair, and maintenance of general audio/video equipment such as microphones and cameras;
- Maintain inventory of parts/equipment;
- Assist in general office operations, including the maintenance, storage, and organization of equipment and supplies.

KNOWLEDGE OF:

- The legislative process;
- The effective use and operation of technology and software systems;
- The use and operation of a variety of tools and equipment used in office facilities.

SKILLS & ABILITY TO:

- Learn audio/video operations and new computer applications;
- Listen effectively when working with staff to troubleshoot, repair, or maintain equipment and software;
- Communicate effectively and provide technical audio/video support, including assisting staff with application and system problems;
- Deal tactfully, effectively, and courteously with members and staff of the Legislature, other state personnel and the public;
- Exercise sound judgment, patience, and understanding;
- Establish and maintain successful working relationships;
- Be punctual and dependable;
- Sit and maintain attention to detail during long meetings.

WORKING CONDITIONS:

- Requires extended hours during the Legislative Session, including weekends and evenings; a flexible schedule is mandatory;
- Long periods of sitting and watching TV screens;
- Lifting, pushing and carrying chairs, tables and other equipment up to 50 pounds on occasion;
- This position is located in Las Vegas, Nevada.

LICENSES, EXPERIENCE:

- Graduation from high school or equivalent education;
- Basic computer software applications, Microsoft Office, and Windows operating systems;
- Experience operating video conferencing equipment preferred.

APPLICATION PROCESS:

The Legislative Counsel Bureau (LCB) is the central non-partisan staff agency serving the Nevada Legislature. The LCB invites interested applicants to familiarize themselves fully with the above outlined duties, abilities, and job functions. Applicants are subject to a background check.

All applicants must submit an LCB Employment Application and are encouraged to submit a letter of interest and a current résumé. The LCB application can be found at: <http://www.leg.state.nv.us/App/CareerOpenings/A/>. Applications must be received by Wednesday, November 30, 2016 at 5:00 p.m. Email may be used to transmit your application, letter and résumé. Please utilize a Word or PDF format and send to kkruse@lcb.state.nv.us. Applications may be dropped off in person to Room 1140 of the Nevada Legislature or mailed to:

Legislative Counsel Bureau
Attn: Ken Kruse, Human Resources/Accounting
401 S. Carson Street
Carson City, NV 89701-4747

NOTE: The Legislative Counsel Bureau is an Equal Opportunity Employer and does not discriminate on the basis of race, creed, color, national origin, sex, sexual orientation, gender identity or expression, age, political affiliation or disability.