



NEVADA LEGISLATIVE COUNSEL BUREAU LEGISLATIVE POLICE OFFICER

Position Description: The Legislative Counsel Bureau is seeking qualified candidates for the position of Legislative Police Officer. The Legislative Counsel Bureau (LCB) is a nonpartisan agency which provides professional, technical and administrative support to the Nevada Legislature. The Legislative Police Officer provides a variety of law enforcement functions for the LCB, including protecting Legislators and others who work in the legislative buildings, maintaining order inside and outside the Legislative Building, patrolling the Legislative Building as well as the other buildings of the LCB, conducting investigations, providing dignitary protection and transportation, conducting building surveillance and security, providing security at legislative meetings, managing access to the Legislative Building and performing other duties as assigned. This position involves working within a highly professional environment with Legislators, LCB and legislative staff and members of the public who visit the Legislative Building.

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 and the Legislative Police Unit is housed within the Legislative Building. 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 mountains which 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 265 days of sunshine each year.

Salary and Benefits: This position is currently a temporary, intermittent position, which allows the employee to have flexibility to choose among available shifts. Although there is no guarantee of a certain number of hours, shifts are generally available each pay period. If interested, a person in this position may be considered for full-time, permanent employment as positions become available.

The salary for this position is based on a Grade 39-1, which is approximately \$29.22 per hour based upon the employee/employer paid retirement option. Benefits include accrual of paid time off and sick leave on a pro-rata basis. Health insurance and retirement benefits may be available if the requisite number of hours are worked. 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 is available at: <https://pebp.state.nv.us/plans/plan-documents/>. Other optional benefits are available, including a deferred compensation program.

Duties and Responsibilities:

- Patrol all Legislative Counsel Bureau facilities and grounds, enforcing LCB regulations as well as state and city laws and regulations.
- Provide security at legislative meetings and other meetings held within the Legislative Building.
- Manage access to the Legislative Building.
- Provide dignitary protection and transportation for Legislators.
- Work cooperatively with local law enforcement agencies in accordance with interlocal agreements.
- Conduct any necessary investigations.
- Provide building surveillance.
- Provide other law enforcement duties as assigned to meet the protection and security needs of the Legislature and the Legislative Counsel Bureau.
- Participate in training necessary to maintain POST certification.

Competencies:

- Provide high level of customer service.
- Maintain effective and productive working relationships.
- Use sound judgment and model integrity and honesty.
- Communicate effectively in writing and orally.
- Prepare clear and concise reports.
- Understand the consequences and potential problems inherent in a legislative environment.
- Work effectively in a professional setting with LCB employees and Legislators, other agencies and the public.
- Apply common sense and understanding to carry out instructions and address problems.
- Foster and maintain confidentiality, integrity, honesty, respect and efficiency.

Minimum Qualifications/Requirements:

- Current certification as a Nevada Category I or II peace officer or current active certification equivalent to a Nevada Category I or II peace officer from another state which has reciprocity with Nevada POST. Certification must not be expired or subject to discipline. Out-of-state applicant must have demonstrate employment as a peace officer within the immediately preceding 5 years. A list of states with which Nevada has reciprocity may be found at: www.post.nv.gov.
- Pass a physical performance test.
- Satisfy the requirements of NAC 289.110, which provides that a person may not be appointed to perform the duties of a peace officer unless he or she:
 - 1) Has undergone a complete and documented investigation of his or her background which verifies that the person has good moral character and meets the minimum standards established by the Nevada P.O.S.T. Commission;
 - 2) Is a citizen of the United States;
 - 3) Is at least 21 years of age at the time of the appointment;
 - 4) Has successfully completed the 12th grade or has been certified by an appropriate authority as having an equivalent education; and
 - 5) Has undergone a medical examination performed by a licensed physician who confirms in writing that no physical condition exists

which would adversely affect his or her performance of the duties of a peace officer.

- Valid Nevada driver's license with a satisfactory driving record.
- Significant full-time experience as a peace officer is preferred.
- Working knowledge of Microsoft applications.

Working Conditions:

- Indoors and outdoors in all types of weather conditions.
- Overtime may be required as needed for meetings, special events and various peak times during the legislative session.
- Long periods of attending post alone or sitting in an office environment may be required.

Application Process:

Applicants must submit a Legislative Police Employment Application, which may be found at: [Nevada State Legislature Employment Opportunities | Legislative Police](#). Applicants must also submit proof of P.O.S.T. certification or equivalent certification as described above and are encouraged to submit a cover letter with a current résumé, including references. Applicants will be subject to a background check as described above and any offer of employment is contingent upon the results of that check.

Applications will be accepted on a first-come, first-served basis and will continue to be accepted until all available positions are filled. Therefore, applicants are encouraged to submit their applications early. Hiring may occur at any time during the recruitment process. Applications may be emailed to LCBHR-employment@lcb.state.nv.us , or may instead be mailed to:

Legislative Counsel Bureau
Attn: Ken Kruse, Human Resources
401 S. Carson Street
Carson City, NV 89701-4747
(775) 684-6966

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.

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