



**NEVADA LEGISLATIVE COUNSEL BUREAU  
LEGISLATIVE POLICE  
LIEUTENANT**

**Position Description:** The Legislative Counsel Bureau is seeking qualified candidates for the position of Lieutenant. The Legislative Counsel Bureau (LCB) is a nonpartisan agency which provides professional, technical and administrative support to the Nevada Legislature. The Lieutenant of the Legislative Police serves as the area commander for the Legislative Police in Las Vegas under limited supervision. The Lieutenant is expected to perform a variety of law enforcement functions and will have authority and responsibility for the management, direction and control of the Legislative Police in Las Vegas. The Lieutenant is responsible for coordinating and directing the 24-hour operation at the LCB, including patrols, investigations, dignitary protection and transportation, communications, surveillance, security, and access controls systems for the Las Vegas office.

**Duties & Responsibilities:** The duties and responsibilities for the position include, but are not limited to, the following:

- Participate in comprehensive law enforcement efforts by communicating with other law enforcement agencies and sharing information and techniques with those agencies to ensure optimum use of staff and equipment.
- Establish police officer duties as required to meet protection and security responsibilities and to enforce Nevada Revised Statutes, LCB rules and policies, and state and city laws and regulations.
- Under direction of the Chief of Police, supervise the recruitment, training and scheduling of regular, intermittent and session Legislative Police Officers and staff in Las Vegas to ensure police functions of the unit are carried out in compliance with established policies and procedures.
- Under direction of the Chief of Police, develop the operating rules, policies and procedures, and budget for the Legislative Police in Las Vegas.
- Assign and monitor police activities at any crime scene and during emergency operations to ensure the field activities are carried out appropriately.
- Under direction of the Chief of Police, oversee the planning and organization of law enforcement activities surrounding special events and maintain records for those events.
- Maintain personnel records and records of field activities and special investigations, including periodic activity reports and statistics.
- Maintain and monitor the use of the National Crime Information Center, video surveillance and all electronic security and command equipment.
- Actively participate with the Southern Nevada Fusion Center
- Appear in court as a witness in the prosecution of cases, as necessary.

**Qualifications:** Applicants must meet the following minimum qualifications:

- Peace Officer Standards & Training (P.O.S.T.) requirements Category I or II certification as established in the Nevada Revised Statutes and Nevada Administrative Code.
- Firearms qualification/certification standards and proficiency requirements as set forth in Legislative Police policies.
- Possession of a valid driver's license at the time of appointment and as a condition of continued employment.
- Three years management experience with supervision of more than 4 law enforcement personnel. This may include; Law Enforcement agencies, Task Forces, Fugitive Apprehension Units, etc.
- A Bachelor's degree from an accredited college or university in public administration, business administration, criminal justice, or related field, OR an equivalent combination of education and law enforcement management experience.
- Knowledge of dignitary protection and surveillance techniques and ability to implement the Incident Command System (ICS).
- Ability to pass the Physical Fitness Test (PFT) administered by the Legislative Police.
- Ability to communicate effectively in writing and verbally.
- Knowledge of the challenges inherent in a legislative environment, including the need to work effectively with Legislators, Legislative Counsel Bureau staff and members of the public in a courteous and professional manner.

**Salary and Benefits:** The compensation for this position is a pay grade 48, which has annual salary range of \$103,335 to \$156,996 based upon the employee/employer paid retirement option. (This position may also be exempt from the Public Employees' Retirement System.) 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](http://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.

**Application Process:** All applicants must submit an LCB Employment Application, the attached questionnaire, a cover letter, and a current résumé, including at least three references. The LCB application can be found at:

<https://www.leg.state.nv.us/lcb/Admin/EmploymentOpportunities/legislative-police>

Applications will be accepted until the position is filled. Applicants are encouraged to submit the application as soon as possible since the position may be filled at any time. Applications may be submitted via email to [LCBHR-Employment@lcb.state.nv.us](mailto:LCBHR-Employment@lcb.state.nv.us), or mailed to:

Legislative Counsel Bureau  
Attn: Angela Sullivan, Human Resources Generalist  
401 S. Carson Street  
Carson City, NV 89701-4747

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(revised 6/28/23)

