



## Human Resources

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Carson City, Nevada 89701  
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### Unclassified Job Announcement

#### **DIVISION ADMINISTRATOR, CAPITOL POLICE** **Carson City, Nevada**

The Nevada Department of Public Safety (DPS) is accepting resumes for Chief of the Capitol Police Division. This is an unclassified, full-time exempt position that serves at the discretion of the Department of Public Safety Director.

#### **The Position:**

- The Capitol Police Division's mission is to provide for the safety of persons on State property and to protect State facilities and assets.
- The Division is comprised of 21 permanent and 10 temporary officers, as well as three supervisors. Additionally, the Division utilizes contract security services in Carson City and Las Vegas.
- Responsible for daily patrol of 65 State-owned or leased buildings to provide a safe environment in and around the buildings.
- Respond to a full range of calls for police assistance at specific State locations.
- Officers are a visible deterrent to crimes and monitor electronic security equipment to ensure the safety of elected officials, State employees, visitors, and State property and assets.

#### **Minimum Qualifications:**

Ten years of law enforcement experience, three years of which must have been at a Lieutenant level (or above), and included supervision of law enforcement personnel, budget preparation and monitoring, and participation in the development of policy and procedures; **OR** an equivalent combination of education and experience.

**Special Requirements:**

Applicants must meet and maintain the minimum standards for appointment as a peace officer as established in the Nevada Revised Statutes and Nevada Administrative Code. Incumbent must meet firearms qualification/certification standards and proficiency, as well as supervisory requirements as established by State and Department policy. Pursuant to NRS 284.4066, this class has been identified as affecting public safety. Persons offered employment in this class must first submit to a pre-employment screening for controlled substances.

**Salary:**

The annual salary for this position is up to \$103,884 or \$85,958 for police/fire employer-paid retirement. Salary offered will be based on a candidate's experience, education and relevant skills.

**Benefits:**

Nevada does not have a state income tax. Medical, dental, vision care, life and disability benefits are offered; 11 paid holidays a year; three weeks of annual leave (vacation); three weeks of sick leave with no limit on accrual; optional tax-sheltered deferred compensation plan is also available. State employees do not contribute to Social Security, but a Medicare deduction is required.

**Selection Process:**

Resumes and application materials will be reviewed to determine candidates' qualifications. Individuals deemed most qualified will proceed to the interview phase, after which a selection will be made by the DPS Director. The selected candidate must pass the DPS pre-employment background investigation to include criminal history checks.

**Application Deadline:**

Resumes and application materials will be accepted from **May 1, 2018 through May 31, 2018.**

**To Apply:**

**SUBMIT RESUME, LETTER OF INTEREST AND/OR PORTFOLIO TO:**

Mavis Affo  
Human Resource Manager  
Department of Public Safety  
555 Wright Way  
Carson City, NV 89701  
Phone: 775-684-4703  
Email: [maffo@dps.state.nv.us](mailto:maffo@dps.state.nv.us)

*The State of Nevada is an Equal Opportunity Employer*