

GARY VAUSE
Chairman

STATE OF NEVADA
COMMISSION ON JUDICIAL DISCIPLINE
P.O. BOX 48
Carson City, Nevada 89702
Telephone (775) 687-4017 * Fax (775) 687-3607
Website: <http://www.judicial.state.nv.us>

PAUL C. DEYHLE
*General Counsel and
Executive Director*

NON-CLASSIFIED JOB ANNOUNCEMENT

Open August 28, 2017 Closing September 14, 2017

MANAGEMENT ANALYST IV

RECRUITMENT: This position is a NON-CLASSIFIED support staff position within the judicial branch of state government and is located in Carson City, Nevada. The position serves at the pleasure of the General Counsel and Executive Director of the Nevada Commission on Judicial Discipline (the "Commission") and Executive Director of the Standing Committee on Judicial Ethics (the "Standing Committee")("GCED").

SALARY: The salary range for the employee/employer-paid retirement option is \$57,503.52 to \$86,109.12, and the employer-paid retirement option is \$50,446.08 to \$75,543.84. The compensation schedule is modeled after the Classified Employee Compensation Schedule effective July 1, 2017. The actual pay rate will be established by the GCED within the range allowable, depending upon the depth of experience and qualifications of the successful candidate.

BENEFITS: The State benefits package includes a retirement system, paid health, vision, dental, life and disability insurance; 11 paid holidays, and paid sick and annual leave. Other employee paid benefits such as deferred compensation plans are available.

POSITION STATEMENT: The incumbent will handle all administrative duties in support of the Commission and Standing Committee. Key functions include: (a) conducting budgetary, financial, legislative, statistical and informational analysis; (b) participating in the preparation, monitoring and maintenance of the agency's budget by estimating future expenditure levels based on historical data and making projections for future costs; (c) preparing and presenting agency budget and/or justifications to the legislature and assisting GCED in obtaining any required changes or supplements to the budget with administrative and legislative bodies; (d) monitoring fiscal transactions to ensure expenditures are in conformance with State and agency policies, regulations and budgetary limits, and ensuring timely and accurate payments to vendors, investigators, special prosecutors and commissioners/staff; (e) handling confidential and public agency files during all phases of complaint process involving ethics complaints against judicial officers; (f) maintaining and utilizing case document/financial management system (TimeMatters) for the preparation of annual and biennial reports published by the Commission, as well as certain public and internal reports and statistical data to be presented to the legislature, budget office, Commission members, and others; (g) review, monitor and research bills submitted to the legislature impacting or related to the agency; (h) cross-training with and providing back-up support to other staff members tasked with assisting the GCED in carrying out all functions allocated to the Commission and Standing Committee by law; and performing other duties as assigned. This position requires the ability to work independently or as a team member. Occasional in-state and out-of-state travel is required.

POSITION LOCATION: Carson City, Nevada

EDUCATION AND EXPERIENCE: It is preferred that the person selected possess either a Bachelor's degree from an accredited college or university in a relevant field or fields, **or** a high school diploma; **AND** a minimum of seven years increasingly responsible experience in a relevant field or fields.

INFORMATION The application period will close no later than Thursday, September 14, 2017. (All letters of interest, resumes and writing samples will be accepted on a first come, first served basis.) Additional information concerning the Commission and Standing Committee may be found at <http://judicial.state.nv.us>, by contacting the Nevada Commission on Judicial Discipline, telephone: (775) 687-4017, or via email at ncjdinfo@judicial.state.nv.us.

SUBMIT LETTERS OF INTEREST/RESUMES/WRITING SAMPLE TO: (should be in PDF or Word format) *in the subject line please reference: Management Analyst*

ncjdinfo@judicial.state.nv.us or,

MAIL TO:

Commission on Judicial Discipline
P.O. Box 48
Carson City, Nevada 89702

In your cover letter please indicate how you heard about the position. If you heard about this position through a website, please specify which website.

The State of Nevada is an Equal Opportunity Employer.