

Supreme Court of Nevada
ADMINISTRATIVE OFFICE OF THE COURTS

ROBIN SWEET
Director and
State Court Administrator



SCOTT SOSEBEE
Deputy Director
Information Technology

VERISE V. CAMPBELL
Deputy Director
Foreclosure Mediation

ACCOUNTING ASSISTANT II
Position # 0009

Under general supervision, the Accounting Assistant II performs a variety of clerical accounting work for the court such as maintaining records and tracking balances for diverse general ledger groups and/or categories, and preparing a wide variety of accounts payable and receivable documents. This position must also assign accounting codes in compliance with complex rules, regulations, and procedures, which may include contractual and grant limitations. This is the intermediate level for the Accounting Assistant series and it is located in Carson City, Nevada.

Education and Experience: High School Diploma or equivalent education and 2 years of clerical accounting experience, which must have included duties such as coding documents to distribute funds; preparing accounts payable and receivable documents; using computer spreadsheets to record, track, manipulate, and report data; balancing accounts; and identifying and applying established financial recordkeeping procedures; **OR** 1 year of experience as an Accounting Assistant I in Nevada State or court service; **OR** an equivalent combination of education and experience

Salary Range: \$30,192 – \$38,523 DOE, employee/employer paid retirement. (Grade 25)

The stated salary range represents entry level to step 07. Salary offers are based on a wide array of factors such as a candidate's experience, skills, education, as well as budget availability. Once hired, salary growth within the job classification will be based on performance.

The Supreme Court of Nevada offers the compensation package available for all State of Nevada employees which includes a choice of health insurance plans, enrollment into the Public Employees Retirement System (PERS), eleven paid holidays, and paid annual and sick leave.

Application Process:

In order for you to be considered for this position, you must complete a Supreme Court of Nevada Employment Application, a cover letter, and a resume. It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications in your original application materials. Applications are available at WWW.NEVADAJUDICIARY.US under the Administrative Office tab, where the application may be completed online and then printed and mailed or delivered to:

Cynthia Sampson, Personnel Analyst
Administrative Office of the Courts
Supreme Court Building
201 South Carson Street, Suite 250
Carson City, Nevada 89701-4702

You may also submit your application packet:

- via e-mail to: accountingassistant@nvcourts.nv.gov
- via fax to: (775) 684-1777

The deadline to submit applications is Friday October 3, 2014. Applications received after this date will not be considered.

The Supreme Court of Nevada is an equal employment opportunity employer and does not discriminate on the basis of sex, age, religion, race or disability. If accommodation for a disability is needed during the application or examination process, contact the Personnel Analyst at 775.684.1744.