

Supreme Court of Nevada
ADMINISTRATIVE OFFICE OF THE COURTS

ROBIN SWEET
Director and
State Court Administrator

JOHN MCCORMICK
Assistant Court Administrator
Judicial Programs and Services



RICK STEFANI
Deputy Director
Information Technology

VERISE V. CAMPBELL
Deputy Director
Foreclosure Mediation

ACCOUNTING ASSISTANT I - II
Position # 0009

Under general supervision, the Accounting Assistant 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 position is located in Carson City, Nevada.

Education and Experience:

Accounting Assistant I: High School Diploma or equivalent and 1 year of clerical experience, 6 months of which includes accounts payable and/or accounts receivable responsibility; and the use of computer spreadsheets and a calculator; **OR** High School Diploma or equivalent education supplemented by successful completion of high school bookkeeping and 6 months of clerical experience; **OR** an equivalent combination of education and experience.

Accounting Assistant II: 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: \$28,167 - \$40,507 DOE, employee/employer paid retirement (Grade 23)
\$30,484 - \$44,077 DOE, employee/employer paid retirement (Grade 25)

The stated salary range represents entry level to step 10. 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. You are responsible to provide specific, accurate, and complete information describing how you meet the minimum qualifications in your original application materials.

Applications are available on the Nevada Supreme Court, Administrative Office's Employment page:

http://nvcourts.gov/AOC/Administration/Human_Resources/Employment/

You may complete the application online and then print and mail 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, April 15th. Applications received after 5:00 p.m., will not be accepted.

The Supreme Court of Nevada is an equal opportunity employer. If accommodation for a disability is needed during the application or examination process, contact the Personnel Analyst at 775.684.1744.