

Supreme Court of Nevada
ADMINISTRATIVE OFFICE OF THE COURTS

ROBIN SWEET
Director and
State Court Administrator



RICK STEFANI
Deputy Director
Information Technology

JOHN MCCORMICK
Assistant Court Administrator
Judicial Programs and Services

ADMINISTRATIVE ASSISTANT II
Position # 0067

Under the direction of the Clerk of the Court, this position provides administrative support for the Supreme Court Clerk's Office as needed. The incumbent is responsible to provide administrative support services to management and deputy clerks, using independent judgment and personal initiative to perform a variety of duties. Typical duties include maintaining records and files; data entry; typing and word processing; answering telephones and relaying information; duplicating and distributing materials; ordering and stocking supplies and equipment; reviewing and processing forms and other documents; updating exhibit list, entering data in computer equipment, opening, sorting and distributing mail, scanning documents into an electronic document managing system, closing out stipulated dismissed cases; retrieving records, files and exhibits when requested by court staff and public; operating office equipment such as copiers, computers, calculators, facsimile machines, printers, and other equipment; recording of oral arguments, and performs related duties as assigned. This position is located in Carson City and the position may require infrequent travel.

Education and Experience: High School Diploma or equivalent education and 2 years of progressively responsible relevant work experience which includes one or more of the following areas: maintenance of complex records and files; public/customer relations; assisting staff and management with projects and activities; OR 1 year as an Administrative Assistant I in Nevada State Service; OR an equivalent combination of education and experience.

Salary Range: \$33,971 - \$39,943.44 DOE, employee/employer paid retirement.

Closing Date/Time: November 12, 2020
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Job Type: Full-time

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