

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

**ADMINISTRATIVE ASSISTANT II**  
**Position # 0068**

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; 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; and performs related duties as assigned. This position will also be responsible for the recording of court proceedings and posting to the Supreme Court's Website. **This position is located in Carson City.**

**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:** \$30,192 - \$43,639 DOE, employee/employer paid retirement.

**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](http://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: [clerksofficeadminassist@nvcourts.nv.gov](mailto:clerksofficeadminassist@nvcourts.nv.gov)
- via fax to: (775) 684-1777

**The deadline to submit applications is Wednesday, February 4, 2015. Applications received after 5:00 p.m., on this date, 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 Officer at 775.684.1744.*