

Supreme Court of Nevada
ADMINISTRATIVE OFFICE OF THE COURTS

ROBIN SWEET
Director and
State Court Administrator



RICHARD A. STEFANI
Deputy Director
Information Technology

JOHN MCCORMICK
Assistant Court Administrator
Judicial Programs and Services

VERISE V. CAMPBELL
Deputy Director
Foreclosure Mediation

**Administrative Assistant
Position # 0004**

Under general supervision or direction and depending on job level, the Administrative Assistant position will perform a broad variety of clerical, secretarial and administrative support duties in an assigned department and will evaluate several alternative courses of action within the framework of established administrative policies and procedures. This position is within the Administrative Office of the Courts and will be located in Carson City.

Education and Experience Requirements:

Administrative Assistant I: High School Diploma or equivalent education and 1 year of clerical experience which includes one or more of the following areas: maintaining records; answering telephones; reviewing forms, documents and other written materials; **OR** 6 months as an Administrative Aid in Nevada State Service; **OR** an equivalent combination of education and experience.

Administrative Assistant II: High School Diploma or equivalent education and 2 years of clerical experience and administrative support experience which includes one or more of the following areas: maintaining records and files; preparing a variety of materials using a personal computer or word processor; performing secretarial duties in support of professional staff; **OR** 1 year as an Administrative Assistant I in Nevada State 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)

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 and budget approval.

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: adminAOC@nvcourts.nv.gov
- via fax to: (775) 684-1777

The deadline to submit applications is Friday, April 15, 2016. 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.