

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

RICHARD A. STEFANI
Deputy Director
Information Technology

**Business Systems Support Specialist
Trainee - II**

This position is with the Administrative Office of the Courts, Trial Court Technology Support Unit, and provides basic configuration, maintenance, and repair of enterprise applications; Assists in the development and maintenance of user and system documentation; Assists in the execution of prescribed test scripts and reports results; Records and satisfies common user requests, gathers information and troubleshoots incidents by providing level 1 support for the Trial Court Service Desk; Provides operational support to enterprise information systems by monitoring and validating system performance and correcting known issues or escalating complex problems. Incumbents perform technical work to maintain applications essential for users to conduct court business. Court and customer service experience is preferred.

This position is located in Carson City.

Education and Experience Requirements:

Business Systems Support Specialist Trainee - Graduation from high school or equivalent and one year of experience utilizing the fundamentals of typical computer systems, operating systems, applications, and peripherals; **OR** an equivalent combination of education and experience.

Business Systems Support Specialist I - Graduation from high school or equivalent and two years of experience utilizing the fundamentals of typical computer systems, operating systems, applications, and peripherals; **OR** one year relevant experience as an IT Technician Trainee or Business Systems Support Specialist Trainee in Nevada State or Court service; **OR** an equivalent combination of education and experience.

Business Systems Support Specialist II - Graduation from high school or equivalent and three years of experience utilizing the fundamentals of typical computer systems, operating systems, applications, and peripherals, one year which must have included IT work experience in a user support role; **OR** one year relevant experience as an IT Technician I or Business Systems Support Specialist I in Nevada State or Court service; **OR** an equivalent combination of education and experience.

Closing Date/Time: July 10, 2020
Salary: \$32,718 - \$55,958, DOE, employee/employer paid retirement
Job Type: Full-time

Apply at <https://www.governmentjobs.com/careers/nvcourts>

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.