

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

**Business Systems Support Specialist  
Position # 0002**

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 IT 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.

**Salary Range:** \$30,839 - \$34,681 DOE, employee/employer paid retirement

The stated salary range represents entry level to maximum compensation allowed. Salary offers are based on a wide array of factors such as a candidate's experience, skills, and education, Nevada State Bar membership, and budget availability.

**The Supreme Court of Nevada provides the following compensation package:**

**Paid Leave** – Includes 3 weeks annual leave, 3 weeks sick leave, and 11 holidays with no prior state service each year. Leave is accrued biweekly.

**Group Insurance** – Includes medical and prescription drug coverage, dental coverage, life insurance, and long-term disability, with options for health savings account, and other insurance. Employer contributions to premiums make quality medical coverage affordable. New hire employees are eligible for coverage within the first month of full-time employment.

**Retirement** – All full-time employees become members in the Public Employee's Retirement System with a calculated benefit available to you upon retirement after a minimum of 5 years of service.

**Other benefits include** - an Employee Assistance Plan (EAP) plus options to participate in a health care flexible spending account, and a deferred compensation program.

**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 on the Nevada Supreme Court, Administrative Office's Employment page:

[http://nvcourts.gov/AOC/Administration/Human\\_Resources/Employment/](http://nvcourts.gov/AOC/Administration/Human_Resources/Employment/) 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: [supportspecialist@nvcourts.nv.gov](mailto:supportspecialist@nvcourts.nv.gov)
- via fax to: (775) 684-1777

**This posting shall remain active until the position is filled. Applications will be reviewed as they are received.**

*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.*