

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 Analyst
Position #0006**

This position is with the Administrative Office of the Courts, Judicial Branch Technology Project Support Section and under general supervision, performs journey level duties and may serve as a lead worker to lower level analysts and IT staff as assigned. May train lower level staff and/or lead small projects; analyzes, researches, documents, validates, and trains technology solutions for enterprise level IT systems and services utilized by the Nevada Supreme Court and/or the Nevada Judiciary. Incumbents perform professional work to improve information systems and ensure that IT services meet current and future business objectives. This position is located in Carson City.

Education and Experience:

Business Systems Analyst I: Bachelor's degree from an accredited college or university with major course work in business, public administration, computer science, management information systems, or closely related field and one year of progressively responsible professional experience relevant to the duties of the position which may include business analysis, system analysis, or application development **OR** an equivalent combination of education and experience.

Business Systems Analyst II: Bachelor's degree from an accredited college or university with major course work in business, public administration, computer science, management information systems, or closely related field and two years of progressively responsible professional experience relevant to the duties of the position which may include business analysis, system analysis, or application development **OR** an equivalent combination of education and experience.

Salary Range:

Business Systems Analyst I: \$44,954 – \$66,669 DOE, employee/employer paid retirement

Business Systems Analyst II: \$51,197 – \$76,316 DOE, employee/employer paid retirement

Salary offers are based on a wide array of factors such as a candidate's experience, skills, and education, as well as budget availability. Once hired, salary growth within the job classification will be based on performance.

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 and submit 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 submit all required items by mail or deliver 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: systemsanalyst@nvcourts.nv.gov
- via fax to: (775) 684-1777

The deadline to submit applications is Friday, August 12, 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.