

Supreme Court of Nevada
ADMINISTRATIVE OFFICE OF THE COURTS

ROBIN SWEET
Director and
State Court Administrator



SCOTT SOSEBEE
Deputy Director
Information Technology

JOHN MCCORMICK
Assistant Court Administrator
Judicial Programs and Services

VERISE V. CAMPBELL
Deputy Director
Foreclosure Mediation

**Business Systems Analyst
Position # 0011**

This position is with the Administrative Office of the Courts, Trial Court Technology Support Unit, and analyzes, researches, documents, validates, and trains technology solutions for IT services utilized by Nevada trial courts. Incumbents perform professional work to improve information systems and ensure that IT services meet current and future business objectives. Primary duties include making recommendations on business and information system needs; analyzing business, user, and functional requirements; staying current with trends in court technology; ensuring the quality of IT services and applications; providing training plans; and managing the implementation of services and applications. Court and project management experience are preferred. This recruitment is available to trainees. To be considered for a trainee position, the candidate must have excellent interpersonal skills and an aptitude for business and/or system analysis. This position is located in Carson City.

Education and Experience Requirements:

Business Systems Analyst Trainee: 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 **OR** an equivalent combination of 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: \$38,523 – \$74,082 DOE, employee/employer paid retirement

The stated salary range represents trainee to maximum compensation. 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. 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 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: systemsanalyst@nvcourts.nv.gov
- via fax to: (775) 684-1777

The deadline to submit applications is Friday, November 22, 2013. Applications received after 5:00 pm, 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.