

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

VERISE V. CAMPBELL
Deputy Director
Foreclosure Mediation

**Business Systems Support Specialist I
Position # 0009**

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:

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: \$30,192 - \$43,639 DOE, employee/employer paid retirement

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

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
- via fax to: (775) 684-1777

This announcement will remain active and applications will be accepted until the position has been filled. The first interviews will tentatively take place the last week of July, 2015.

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.