

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



RICK STEFANI
Deputy Director
Information Technology

VERISE V. CAMPBELL
Deputy Director
Foreclosure Mediation

**Conference Planner I
Position # 0001**

This position will work independently and as part of team implementing judicial branch educational and training programs undertaken by Judicial Education Unit and in cooperation with other units of AOC. Position will work under the direction of the Manager, to plan, coordinate, develop, execute, and evaluate conferences and other education events. The Judicial Education Manager will provide overall supervision and evaluation. The position is located in Carson City, Nevada.

Education and Experience: Bachelor's degree from an accredited college or university in public or business administration, education, social sciences, or related fields; and 2 years of administrative experience including 1 year in conference planning and execution or related function.

Salary: \$42,323, employee/employer paid retirement. (Grade 33)

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:

Interested applicants will need to submit a cover letter and resume for initial consideration. Resumes will be reviewed and the top candidates will be asked to submit a Supreme Court of Nevada application in order to advance to the next process.

Resume packets can be submitted:

- via e-mail to: conferenceplanner@nvcourts.nv.gov
- via fax to: (775) 684-1777

The deadline to submit applications is Friday, December 11, 2015. Applications received after December 11, 2015, 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.