

Supreme Court of Nevada
ADMINISTRATIVE OFFICE OF THE COURTS

ROBIN SWEET
Director and
State Court Administrator



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Assistant Court Administrator
Judicial Programs and Services

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Deputy Director
Foreclosure Mediation

**Court Research Analyst
Position # 0022**

This position is within the Judicial Programs and Services Division, Administrative Office of the Courts, and supports all aspects of the Uniform System for Judicial Records (USJR) court statistical reporting project. In addition, this position will be responsible for conducting or assist in conducting a variety of statistical or investigative studies; including the research, compiling, and analyzing of data. Tasks generally include data entry, qualitative and quantitative research of statewide court data, assisting with development of research data dictionaries and definitions, drafting reports for publication, and other related tasks. Tasks may also include assisting projects, Committees, and Commissions of the Supreme Court. The incumbent must communicate clearly and effectively with judges, court administrators, staff, consultants, contract employees, customers, and senior positions in various state and local agencies. The incumbent must also be able to understand the business needs of the courts and recommend to management appropriate activities to meet those needs. This vacancy may be filled at the entry level, or intermediate level depending on applicant's qualifications and experience.

The position will be required to attend meetings outside of normal working hours; work occasional evening and weekend hours; and will be required to travel statewide as necessary. A valid driver's license is required. **This position is located in Las Vegas.**

Education and Experience:

For entry level (Court Research Analyst I), equivalent to possession of a bachelor's degree, preferably with major course work in business or public administration, statistics, mathematics, social sciences, or related field with a concentration in research methods and one year of professional or paraprofessional experience in research, development, evaluation, or revision of programs. Experience in a related field may be substituted for the education on a year-for-year basis. Court experience is desirable. Intermediate level (Court Research Analyst II) requires similar education and minimum 2 years' experience.

Salary range: \$42,323 - \$62,577 DOE, employee/employer paid retirement

The stated salary range represents entry level 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.

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:

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: lasvegasresearch@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 review of applications will take place approximately January 5, 2016.

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.