

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

**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. 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:

Bachelor's degree from an accredited college or university in public or business administration, finance, social sciences, mathematics, or related field and one year of professional or paraprofessional experience in the research, development, evaluation, or revision of programs, organizations, methods or procedures, or administration of policies and procedures for a program or functional area; **OR** an equivalent combination of education and experience on a year-for-year basis. Court Experience is desirable.

Salary range: \$41,906 - \$43,639 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:

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 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: lasvegasresearch@nvcourts.nv.gov

- via fax to: (775) 684-1777
- hand delivered to: Regional Justice Center, 200 Lewis Ave., 17th Floor, Las Vegas, Nevada

The deadline to submit applications is December 6, 2013. Applications received after December 6, 2013, 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.