

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  
Information Technology

VERISE V. CAMPBELL  
Deputy Director  
Foreclosure Mediation

**COURT SERVICES ANALYST I/II/III – SPECIALTY COURT COORDINATOR**  
**Position # 0013**

Under general direction the Court Services Analyst series works within the Administrative Office of the Courts (AOC).

The Court Services Analyst I coordinates programs and projects for the AOC. Incumbents provide administrative support, conduct general studies, analyze basic data, write reports, and act as liaison between the Court and outside entities. This is the entry level for the Court Services Analyst series but progression to the Court Services Analyst II level is not automatic.

The Court Services Analyst II performs difficult assignments related to budgets, research, and drafting legislation. Incumbents conduct studies, analyze data, write reports, and act as liaison between the Court and outside entities. This is the intermediate level for the Court Services Analyst series but progression to the Court Services Analyst III level is not automatic.

The Court Services Analyst III performs technically complex assignments critical to Court operations. Conduct semi-complex, sensitive, investigative, and analytical studies that may involve any aspect of the agency's operations such as planning, research, policy development, budgeting, legislative drafting, and systems design at the advanced level. This class is distinguished from the Court Services Analyst II class based upon the level of technical complexity involved in work assignments.

In addition to the general duties iterated above, the Specialty Court Coordinator is responsible to provide coordination of specialty court programs throughout the State on behalf of the Supreme Court including distribution of funds for the support of such programs; provide coordination, administrative support, and programmatic support for the Court in relation to specialty court programs; and serve as a liaison between the Court and trial court specialty court programs, case management vendor, national specialty court organizations, and other interested parties.

*This position is located in Carson City.*

**Education and Experience Requirements:**

**Court Services Analyst I (Grade 33):** Bachelor's degree from an accredited college or university in public or business administration, finance, social sciences, mathematics, or related field and two years 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.

**Court Services Analyst II (Grade 35):** Bachelor's degree from an accredited college or university in public or business administration, finance, social sciences, mathematics or related field and two years of professional experience in the research, development, evaluation or revision of programs, organizations, methods or procedures, one year of which was equivalent to a Court Services Analyst I in Judicial Branch service; **OR** an equivalent combination of education and experience.

**Court Services Analyst III (Grade 37):** Bachelor's degree from an accredited college or university in public or business administration, finance, social sciences, mathematics or related field and three years of professional experience in the research, development, evaluation, or revision of programs, organizations, methods or procedures; one year of which was equivalent to a Court Services Analyst II in Nevada Judicial service; **OR** an equivalent combination of education and experience.

**Salary Range:**

\$42,323 - \$62,577 DOE, employee/employer paid retirement (Grade 33)

\$46,019 - \$68,361 DOE, employee/employer paid retirement (Grade 35)

\$50,195 - \$74,813 DOE, employee/employer paid retirement (Grade 37)

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 provides the following compensation package:**

**Paid Leave** – Includes 3 weeks annual leave, 3 weeks sick leave, and 11 holidays with no prior state service each year. Leave is accrued biweekly.

**Group Insurance** – Includes medical and prescription drug coverage, dental coverage, life insurance, and long-term disability, with options for health savings account, and other insurance. Employer contributions to premiums make quality medical coverage affordable. New hire employees are eligible for coverage within the first month of full-time employment.

**Retirement** – All full-time employees become members in the Public Employee's Retirement System with a calculated benefit available to you upon retirement after a minimum of 5 years of service.

**Other benefits include** - an Employee Assistance Plan (EAP) plus options to participate in a health care flexible spending account, and a deferred compensation program.

**Application Process:**

In order for you to be considered for this position, you must complete and submit a Supreme Court of Nevada Employment Application, a cover letter, and a resume. You are responsible 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/](http://nvcourts.gov/AOC/Administration/Human_Resources/Employment/)

You may complete the application online and then print and submit all required items by mail or deliver 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: [courtservices@nvcourts.nv.gov](mailto:courtservices@nvcourts.nv.gov)
- via fax to: (775) 684-1777

**The deadline to submit applications is Friday, June 10, 2016. Applications received after 5:00 p.m., 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.*