

Supreme Court of Nevada  
ADMINISTRATIVE OFFICE OF THE COURTS

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Deputy Director  
Foreclosure Mediation

## Foreclosure Mediation Program

### Foreclosure Mediation Clerk Position # 0005

Under general supervision, the Foreclosure Mediation Clerk performs a broad variety of administrative support to the Foreclosure Mediation Program. The incumbent is responsible for a broad variety of duties, emphasizing heavy data entry and knowledge of spreadsheet management. Typical duties include data entry into case management system, creating and tracking spreadsheets, answering phones as needed, and provide information or transfer calls as necessary, processing incoming mail daily, record request for foreclosure mediation, endorse, record, and receipt foreclosure mediation fees, assist the public with request for foreclosure mediation, , proof request for mediation for completeness and accuracy before they are distributed (file stamp, signatures, docket entries), retrieve records and correspondence files when requested, maintain records and other documents; daily file documents, create new files, keep records orderly, moving files from open to closed area when case closes, and reorganizing files on shelves as necessary, copy documents as requested for public and foreclosure mediation or AOC staff; process copy work requests, scan documents into the electronic document management system throughout the day, print envelopes and mail copies of mediation material and other correspondence, and perform other duties as assigned.

The incumbent may be required to attend meetings outside of normal working hours; work occasional evening and weekend hours; and may be required to travel statewide as necessary. **This position is located in Las Vegas, Nevada.**

**Education and Experience:** High School Diploma or equivalent education and 3 years of clerical experience and administrative support experience which includes one or more of the following areas: maintaining records and files; preparing a variety of materials using a personal computer or word processor; performing secretarial duties in support of professional staff; **OR** 1 year as an Administrative Assistant II in Nevada State Service; **OR** an equivalent combination of education and experience.

**Salary Range:** \$30,192.48 – \$35,475.12 DOE, employee/employer paid retirement.

#### 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](http://WWW.NEVADAJUDICIARY.US) under the Administrative Office tab, 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: [fm Clerk@nvcourts.nv.gov](mailto:fm Clerk@nvcourts.nv.gov)
- via fax to: (775) 684-1777
- hand delivered to: Regional Justice Center, 200 Lewis Ave., 17<sup>th</sup> Floor, Las Vegas, Nevada

**The deadline to submit applications is 5:00 pm December 27, 2013. Applications received after 5:00 pm on December 27, 2013, will not be accepted.**

*The Administrative Office of the Courts is an equal employment opportunity employer and does not discriminate on the basis of sex, age, religion, race or disability. If accommodation for a disability is needed during the application or examination process, contact the Personnel Analyst at 775.684.1744*