

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

**IT Technician
Position #0021**

Under supervision and depending on job level, performs certain duties related to the IT Service Desk and direct user support. Procures, installs, configures, maintains, and repairs computers, printers, peripherals, operating systems, and applications. Satisfies user requests and troubleshoots problems by providing level 1 and 2 support for the IT Service Desk by identifying and deciding how to resolve problems themselves or through appropriate referral. Incumbents perform technical work to maintain equipment and applications essential for users to conduct court business. Incumbent will operate, setup and manage Polycom video conferencing equipment. May also serve as a project team member on large and complex projects.

This position is located in Carson City, Nevada.

Education and Experience:

IT Technician Trainee: Graduation from high school or equivalent and one year of experience utilizing the fundamentals of typical computer systems, operating systems, applications, and peripherals; **OR** an equivalent combination of education and experience.

IT Technician I: Graduation from high school or equivalent and two years of experience utilizing the fundamentals of typical computer systems, operating systems, applications, and peripherals; **OR** one year of relevant experience as an IT Technician Trainee in Nevada State or Court service; **OR** an equivalent combination of education and experience.

IT Technician II: Graduation from high school or equivalent and three years of experience utilizing the fundamentals of typical computer systems, operating systems, applications, and peripherals, one year which must have included IT work experience in a user support role; **OR** one year relevant experience as an IT Technician I in Nevada State or Court service; **OR** an equivalent combination of education and experience.

IT technician III: Graduation from high school or equivalent and four years of experience utilizing the fundamentals of typical computer systems, operating systems, applications, and peripherals, two years of which must have included IT work experience in a user support role; **OR** one year relevant experience as an IT Technician II in Nevada State or Court service; **OR** an equivalent combination of education and experience.

IT Technician IV: Graduation from high school or equivalent and five years of experience utilizing the fundamentals of typical computer systems, operating systems, applications, and peripherals, three years must have included IT work experience in a user support role; **OR** one year relevant experience as an IT Technician III in Nevada State or Court service; **OR** an equivalent combination of education and experience.

Salary Range: \$28,167 – \$48,086 DOE, employee/employer paid retirement

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: technician@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.