

Supreme Court of Nevada
ADMINISTRATIVE OFFICE OF THE COURTS

ROBIN SWEET
Director and
State Court Administrator



RICK STEFANI
Deputy Director
Information Technology

JOHN MCCORMICK
Assistant Court Administrator
Judicial Programs and Services

**IT Technician
Position #0034**

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.

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

Salary Range: \$28,730 – \$63,830 DOE, employee/employer paid retirement

Salary offers are based on a wide array of factors such as a candidate's experience, skills, and 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/

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: ittechnician@nvcourts.nv.gov
- via fax to: (775) 684-1777

The deadline to submit applications is Thursday, October 27, 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.