

Supreme Court of Nevada  
ADMINISTRATIVE OFFICE OF THE COURTS

ROBIN SWEET  
Director and  
State Court Administrator



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Deputy Director  
Information Technology

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Assistant Court Administrator  
Judicial Programs and Services

**JUDICIAL BRANCH AUDITOR I**  
**Position # 0027**

This position is located in Las Vegas, Nevada, and works under the general supervision of the Judicial Branch Auditor III. This position assists the Judicial Branch Auditor III in selecting and implementing proper courses of action regarding auditing financial records of the district, justice, and municipal courts of Nevada. The position assesses courts' compliance with minimum acceptable standards of internal controls, and is responsible for conducting various types of financial analytical reviews of the courts. This would include analyzing fiscal processes, procedures, systems and policies. This position will also conduct field investigations; prepares and presents reports of findings and recommendations for improvement, provides training in financial best practices and minimum acceptable standards, and performs other duties as assigned.

The incumbent must have working knowledge of office computer applications; organizational planning, governmental audit standards, and various analytical techniques; knowledge of GAAP, GAGAS, and GAAS, detailed knowledge of auditing terminology, automated financial system applications, and governmental accounting practices.

The incumbent will be required to travel statewide when necessary, including travel to remote locations throughout the state.

**Education and Experience:** Bachelor's degree from an accredited college or university in business administration, accounting, finance or a related field; and three years of professional experience in auditing (Accounting Degree preferred) OR directly related experience may be substituted for education on a year-for-year basis. Possession of a directly related postgraduate degree may be substituted for one of the three years of required experience. (Prior regulatory or internal audit experience a plus.)

**Salary Range:** \$51,197 – \$66,669 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/](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: [applyauditor@nvcourts.nv.gov](mailto:applyauditor@nvcourts.nv.gov)
- via fax to: (775) 684-1777

**The deadline to submit applications is Friday, November 4, 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.*