

Supreme Court of Nevada
ADMINISTRATIVE OFFICE OF THE COURTS



ROBIN SWEET
Director and
State Court Administrator

SCOTT SOSEBEE
Deputy Director
Information Technology

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Deputy Director
Foreclosure Mediation

**Judicial Chambers Administrator Assistant —Las Vegas
Position #0082**

The Judicial Chambers Administrator Assistant will provide executive assistance as needed to aid the Judicial Chambers Administrator and to cover a chamber due to illness or vacation. . This position is based in Las Vegas and provides assistance to the two justices whose chambers are based in Las Vegas and to the five justices whose chambers are based in Carson City when they are working in Las Vegas. This position is responsible for significant legal review and editing and requires strong grammatical, word processing, and computer-based legal research skills. The position also maintains the Las Vegas law library; types and edits opinions, agendas, and correspondence; creates and maintains administrative files; coordinates arrangements for meetings and travel; and answers or directs telephone inquiries, mail, and visitors to appropriate staff; Must have excellent organizational, written and oral communication skills, and ability to maintain effective work relations with various judges, court personnel, and the public. This position will be required to work occasional evenings and weekend hours. This position is located in the Supreme Court in Las Vegas, Nevada, on the 17th floor of the Regional Justice Center.

Education and Experience: Graduation from high school or equivalent and five years of clerical experience, three of which were performing progressively responsible legal secretarial work and one year of which included supervision of legal secretarial staff: **OR** an Associate's degree with a legal secretarial emphasis: **OR** an equivalent combination of education and experience.

Salary Range: \$42,553 – \$63,099 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 under the Administrative Office tab, where the application may be completed online and then printed and mailed 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: judicialchambersassistant@nvcourts.nv.gov
- via fax to: (775) 684-1777

The deadline to submit applications is September 20, 2013. Applications received after September 20, 2013, 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.