

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

**Law Librarian
Position #0003**

Under the general direction of the justices of the Supreme Court, the Law Librarian administers and manages the Law Library. The Law Librarian performs highly responsible administrative and legal research functions in directing professional legal information service to the Nevada Supreme Court, the Court of Appeals, to all branches of state and local government, the state bar, other libraries and the general public. The Law Librarian also performs other duties as needed for the operation of the Law Library. This position is responsible for the operational management of the Law Library, including building and developing a cohesive team that functions in alignment with the goals and objectives of the Law Library.

Education and Experience: Master's degree in Library Science from an American Library Association accredited library school and 5 years of professional level library work, including a minimum of 2 years in a supervisory and/or administrative capacity and a minimum of 1 year of training in a law school or 4 years of experience in a Law Library.

Statutory Requirements (NRS 2.440): A graduate of a library school accredited by the American Library Association and have at least 2 years of library experience in an administrative capacity and have at least 1 year of training in a law school or 2 years of experience as an employee in a Law Library.

Salary Range: \$98,539- \$104,335 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: applylibrarian@nvcourts.nv.gov
- via fax to: (775) 684-1777

The deadline to submit applications is Thursday, November 10, 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.