

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

**Supreme Court Law Library
Library Assistant II
Position # 0007**

Under close supervision, the Library Assistant II will perform routine and less complex library duties according to established written procedures and methods. Typical duties may include the following: Assist patrons at the Reference desk in locating library materials; complete requests for materials not in collection (Interlibrary loan requests as submitted in person or online); answer routine informational questions; perform looseleaf filing; refer more difficult or technical questions to appropriate library staff; weekly deposit; processing of books; ordering routine materials, verify order; inventory and order supplies; maintain library office equipment in proper working order, troubleshoot equipment malfunctions, and make minor repairs and adjustments; and other related duties as assigned. **This position is located in Carson City, Nevada.**

Education and Experience:

Graduation from high school or equivalent education and one year of library or clerical experience which included providing customer service; or six months of experience as a Library Assistant I OR an equivalent combination of education and experience.

Salary Range:

\$29,586 - \$42,553, **employee/employer paid retirement.**

Salary offers are based on a wide array of factors such as a candidate's experience, skills, education, and budget availability.

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 submit a completed Supreme Court of Nevada Employment Application, a cover letter, and a resume. You are responsible for providing 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/

where the application may be completed online and then printed and mailed or delivered 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: libraryassist@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.

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.