

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 Technician II
Position # 0004**

Under the general supervision of the Law Librarian or designated supervisor, the Library Technician II provides complex paraprofessional support and assistance, which can include administrative duties for the technical services of the Law Library. Typical duties may include the following: processing of new books and serials; responding to reference questions; overseeing activities to maintain correct bibliographic information in the Law Library catalog; producing training materials and communicating to Law Library staff training opportunities available for the integrated library system; performing digital content updates to the Law Library catalog; drafting content for inclusion in reports as requested by supervisor or Law Librarian; collecting statistical information relating to the Law Library's budget or circulation to assist the Law Librarian with collection development; resolving basic billing issues with vendors; providing assistance with library technology; assisting the Law Librarian with budget preparation and maintenance; and other duties as assigned. **This position is located in Carson City, Nevada.**

***We will be reviewing applications as they are received and interviewing qualified candidates.**

Education and Experience:

Graduation from high school or equivalent education and three years of increasing responsible experience working in a library, one year of which included technical work assignments such as difficult copy cataloging; developing and maintaining a variety of Web pages; creating and maintaining complex database applications; and/or managing special collections such as government publications; OR one year of experience as a Library Technician I in Nevada State service; OR an equivalent combination of education and experience

Salary Range:

\$39,943.00-\$58,380.00, 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.

Closing Date/Time:

Open until filled

Salary:

\$39,943.00-\$58,380.00 DOE, employee/employer paid retirement

Job Type:

Full-time

Apply at <https://www.governmentjobs.com/careers/nvcourts>