

Supreme Court of Nevada
ADMINISTRATIVE OFFICE OF THE COURTS

ROBIN SWEET
Director and
State Court Administrator



SCOTT SOSEBEE
Deputy Director
Information Technology

VERISE V. CAMPBELL
Deputy Director
Foreclosure Mediation

Supreme Court Law Library

**Library Assistant II
Position # 0004**

Under the direction of the Supreme Court Librarian, the Library Assistant II will perform a wide variety of intermediate secretarial and administrative support duties in the Law Library. 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 reference and informational questions; 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:

High school diploma or equivalent and two (2) years of college level course work in library sciences; OR two (2) years of library customer service/support experience; OR one (1) year of experience as a Library Assistant I in Nevada State Service OR an equivalent combination of education, training and experience.

Salary Range:

\$30,192 - \$43,639, 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 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: library@nvcourts.nv.gov
- via fax to: (775) 684-1777

The deadline to submit applications is Friday, July 11, 2014. 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.