



DOUGLAS W. JONES
Chairman

STATE OF NEVADA
COMMISSION ON JUDICIAL DISCIPLINE
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General Counsel and
Executive Director

POSITION ANNOUNCEMENT – PART-TIME MANAGEMENT ANALYST II

This position is a NON-CLASSIFIED part-time support staff position within the judicial branch of state government and is located in Carson City, Nevada. Salary range is \$23,236 to \$34,523 (employee/ employer pay contribution) and \$20,584 to \$30,583 (employer pay contribution). Starting pay and pay increases will be determined by the General Counsel and Executive Director (“GCED”) of the Nevada Commission on Judicial Discipline (“the Commission”) and the Standing Committee on Judicial Ethics (the “Standing Committee”). Other benefits available to classified and unclassified state employees such as retirement (PERS), annual leave, sick leave and health insurance are available. The position is subject to any monthly furlough requirement, such as the one currently in effect requiring twenty-four (24) hours of unpaid furlough per year.

GENERAL DESCRIPTION: The incumbent will handle the day-to-day duties in support of the Standing Committee on Judicial Ethics. Key functions include: (1) opening advisory opinion files and scheduling conference calls, distributing draft opinion, filing opinion with the Nevada Supreme Court, distributing filed copy of opinion, and posting opinion to the website; (2) updating website for both the Standing Committee and the Nevada Commission on Judicial Discipline; (3) assisting the GCED in carrying out all functions allocated to the Commission and Standing Committee by court rule, statute and applicable administrative codes, consistent with governing laws, policies and standard operating procedures; (4) cross-training with and providing back-up support to full-time staff person assigned to duties in support of the Nevada Commission on Judicial Discipline, which include: (a) preparing and presenting agency budgets to legislature, assisting GCED in obtaining any required changes or supplements to the budget with administrative and legislative bodies and preparing monthly internal reports; (b) monitoring expenditures and ensuring timely, accurate payments to vendors, witnesses and commission staff; (c) handling confidential and public Commission files during all phases of complaint process involving ethics complaints against judicial officers; (d) acting as clerk to Commission during meetings and hearings including preparation of case record for transmission to Nevada Supreme Court in contested, public proceedings and preparing timely meeting minutes; (e) maintaining statistical databases to support biennial and annual reports generated by the Commission; (f) dealing with public inquiries (mail, telephonic and in-person) and administering daily office functions; and (g) other duties as assigned. Occasional in-state and out-of-state travel is required.

EDUCATION AND EXPERIENCE: A high school diploma and minimum of seven years increasingly responsible experience in a relevant field or fields is desirable. Legal office management, paralegal skills, legal and general secretarial skills, computer skills (including Word, WordPerfect and Excel), court rules, e-filing, travel requests, teaching experience and State of Nevada budget/payroll/Advantage Financial knowledge would be beneficial.

Applicants must mail cover letter, resume and optional legal writing sample **NO LATER THAN** October 15, 2013, to Brian Hutchins, Acting General Counsel and Executive Director, Nevada Commission on Judicial Discipline, P.O. Box 48, Carson City, NV 89702.