

Supreme Court of Nevada  
ADMINISTRATIVE OFFICE OF THE COURTS

ROBIN SWEET  
Director and  
State Court Administrator



SCOTT SOSEBEE  
Deputy Director  
Information Technology

JOHN MCCORMICK  
Assistant Court Administrator  
Judicial Programs and Services

VERISE V. CAMPBELL  
Deputy Director  
Foreclosure Mediation

**Personnel Analyst I / II  
Position #0026**

This position is a part-time position working twenty-four hours per week under the direction of the Human Resources and Payroll Manager of the Administrative Office of the Courts, Supreme Court of Nevada. This position is located in Carson City and provides human resources services to the Justices of the Supreme Court, District Court Judges, and employees of the Supreme Court. The Personnel Analyst works closely with department managers, supervisors, and employees in the interpretation and application of personnel policies and regulations and performs a variety of duties and projects. Depending on the area of assignment, the Personnel Analyst may prepare and conduct studies, research, draft policies and procedures, assist in administering employee benefits, and participate on and provide support to committees.

The AOC and Supreme Court's expectation of an ideal candidate is one who possesses strong knowledge and experience in the area of assignment, has excellent analytical ability, possesses the ability to communicate effectively with all individuals, adheres to Court policies and procedures, acts as a role model within and outside the Court, performs duties as workload necessitates, maintains a positive and respectful attitude, communicates regularly with supervisor about department and unit issues, and meets department and unit productivity standards.

The ideal candidate is highly organized, possesses excellent written and oral communication skills, is proactive, and solves problems creatively. In addition, successfully works within a team environment, working respectfully, collaboratively, and developing positive working relationships with colleagues, customers, and the public. Public sector experience in human resources functions and policy and procedure research and development is desirable.

**Education and Experience:**

**Analyst I** - Graduation from an accredited college or university with a Bachelor's degree in public administration or a related field **and** two years of personnel/administrative experience; **OR** an equivalent combination of education and experience.

**Analyst II** - Graduation from an accredited college or university with a Bachelor's degree in public administration or a related field **and** three years of progressively responsible professional personnel experience; **OR** an equivalent combination of education and experience.

**Salary Range:** \$19.21 – \$24.84 per hour DOE, employee/employer paid retirement.

**Benefits:** The Supreme Court of Nevada offers the compensation package available to all State of Nevada Employees which includes a choice of health insurance plans, enrollment into the Public Employees Retirement System (PERS), eleven paid holidays, and paid annual and sick leave.

**Application Process:**

- **The deadline to submit applications is Friday September 19, 2014. Applications received after 5:00 p.m., on September 19, 2014 will not be accepted.**

- You have the responsibility to provide specific, accurate, and complete information describing how you meet the minimum qualifications in your original application packet and materials.
- In order for you to be considered for this position, you must complete and submit the following items:
  - Supreme Court of Nevada Employment Application
  - Cover letter
  - Resume
- The Application and is available at [WWW.NEVADAJUDICIARY.US](http://WWW.NEVADAJUDICIARY.US) under the Administrative Office tab. These documents may be completed online and then printed, signed and transmitted by utilizing one of the following methods:
  - **Mail or hand 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
  - **Email to:** personnel\_analyst@nvcourts.nv.gov
  - **Fax to:** (775) 684-1777

*The Supreme Court of Nevada is an equal employment opportunity employer and does not discriminate on the basis of sex, age, religion, race or disability. If accommodation for a disability is needed during the application or examination process, contact the Personnel Analyst at 775.684.1744.*