

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

**PERSONNEL OFFICER  
Position # 0008**

Under administrative direction of the Court Administrator, the Personnel Officer plans, organizes, and administers a comprehensive human resources services program including employee relations, selection, classification coordination, position control, evaluation, training, payroll and other related areas. The Personnel Officer directs the work of the Human Resources staff and manages a full range of duties such as: researching, creating and ensuring existing policies, procedures, and reporting are updated as necessary to stay in compliance and presenting policies and procedures to the Justices for approval; conducting workplace investigations in matters including misconduct issues, harassment, discrimination, employee complaints, and provide information as necessary to the Court Administrator and Justices; coordinating and managing hiring process including vacancy announcements, job descriptions, advertising and postings, recruitment processes, pre-employment background and reference checks, job evaluations and analysis, orientation and onboarding, training development, promotions, exit interviews, performance evaluations, employee recognition and employee retention; overseeing and acting as liaison for Central Records and Payroll for the State as well as other state programs such as the Public Employees' Retirement System (PERS), Public Employees' Benefits Program (PEBP), and worker's compensation; corresponding with vendors, employees, Supreme Court Justices, Court of Appeals Judges, District Court Judges, Court Administrators, and members of the public.

*This position is located in Carson City.*

**Education and Experience Requirements:**

**Personnel Officer II (Grade 40):** Bachelor's degree from an accredited college or university preferably with major course work in human resource management, business administration, public administration or other related field of study and 5 years of progressively responsible professional personnel management experience, including 3 years of supervisory and personnel program management experience **OR** An equivalent combination of education and experience.

**Personnel Officer III (Grade 42):** Bachelor's degree from an accredited college or university preferably with major course work in human resource management, business administration, public administration or other related field of study and 6 years of progressively responsible professional personnel management experience, including 4 years of supervisory and personnel program management experience **OR** An equivalent combination of education and experience.

**Certification from the HR Certification Institute or the Society for Human Resource Management is required.**

**Salary Range:**

\$58,338 - \$87,549 DOE, employee/employer paid retirement (Grade 40)

\$63,830 - \$96,006 DOE, employee/employer paid retirement (Grade 42)

Salary offers are based on a wide array of factors such as a candidate's experience, skills, and education, as well as budget availability. Once hired, salary growth within the job classification will be based on performance.

**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 to be considered for this position, you must complete and submit a Supreme Court of Nevada Employment Application, a cover letter, and a resume. You are responsible to provide 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/](http://nvcourts.gov/AOC/Administration/Human_Resources/Employment/)

You may complete the application online and then print and submit all required items by mail or 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

You may also submit your application packet:

- via e-mail to: [personnel@nvcourts.nv.gov](mailto:personnel@nvcourts.nv.gov)
- via fax to: (775) 684-1777

**The deadline to submit applications is Friday, August 12, 2016. 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.*