

Supreme Court of Nevada
ADMINISTRATIVE OFFICE OF THE COURTS

ROBIN SWEET
Director and
State Court Administrator



RICK STEFANI
Deputy Director
Information Technology

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Judicial Programs and Services

**PROGRAM OFFICER II – Las Vegas
Position # 0136**

Under the direction of the Chief Assistant Clerk for the Court of Appeals, the Program Officer II will assist with case processing, court scheduling, and entry of data into the court's case management system. Duties of this position may include the following:

- Assist with case processing, including distribution of documents and data entry into case management system.
- Assist with preparation of conference agendas, documents and notes.
- Assist with oral arguments, both on-site and off-site.
- Assist with preparation of monthly reports.
- Book travel arrangements and process travel claims.
- Update and maintain publications for staff.
- Coordinate scheduling of conference rooms.
- Perform other duties as assigned.

This position is located in Las Vegas, Nevada.

Education and Experience: High School Diploma or equivalent education and 2 - 3 years of experience preferably in a court setting; OR an equivalent combination of education and experience.

Salary Range: \$43,179 - \$51,197 DOE, employee/employer paid retirement.

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 for you 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/

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: programofficer@nvcourts.nv.gov
- via fax to: (775) 684-1777

The deadline to submit applications is Friday, September 23, 2016. Applications received after 5:00 p.m., on this date, 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 Human Resources Division at 775.684.1744.