

Supreme Court of Nevada
ADMINISTRATIVE OFFICE OF THE COURTS

ROBIN SWEET
Director and
State Court Administrator



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Deputy Director
Information Technology

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Assistant Court Administrator
Judicial Programs and Services

Librarian III
Supreme Court of Nevada Law Library
Position # 0002

Under general direction of the Law Librarian, the Librarian III typically performs all or a significant part of the duties necessary to support the Law Library's mission of providing meaningful access to a wide selection of legal and non-legal information resources. More specifically, the Librarian III will provide reference services to the public; engage in complex legal research and analysis for the Supreme Court, the Court of Appeals, as well as the state's district courts; assist in collection development; offer instruction and training; explore emerging technologies to further library services; and participate in outreach and access to justice initiatives. The Librarian III will also supervise library support staff and may supervise Librarians I or II.

This position is located in Carson City.

Education and Experience:

- Master's degree in Library Science from an American Library Association accredited library school is required; At least 3 years at the Librarian II level in Nevada State service OR at least 4 years of progressive professional library experience; and at least 1 year of prior supervisory experience in a library.
- Professional library experience must include a combination of at least **four** of the following: original cataloging/metadata; legal reference and research; e-resource management; social media; government publications; library technology implementation; project management; supervision of technical, support and professional staff; outreach; or collection development.
- A juris doctorate (JD) from an American Bar Associated accredited law school may substitute for one (1) year of professional library, but not supervisory, experience.

Salary Range: \$60,092 - \$71,806 DOE, employee/employer paid retirement.

Salary offers are based on a wide array of factors such as a candidate's experience, skills, education, and budget availability.

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.

Relocation assistance may be provided to the successful candidate (funding permitting).

Application Process:

In order for you to be considered for this position, you must submit a completed Supreme Court of Nevada Employment Application, a cover letter, and a resume. You are responsible for providing 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/

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

This posting shall remain active until the position is filled. Applications will be reviewed as they are received.

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.