

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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Assistant Court Administrator  
Judicial Programs and Services

**Guardianship Compliance Investigator  
Position # 0304**

Under general direction of the Guardianship Compliance Program Manager, the Guardianship Compliance Investigator performs investigations regarding violations of program, court rule, and statutory requirements in guardianship cases for the State Guardianship Compliance Office within the Administrative Office of the Courts. Incumbents establish and direct investigative and enforcement activities based on Court goals and objectives. Incumbents are not sworn peace officers, and investigative actions are limited to the Guardianship Compliance Office (GCO). The GCO supports the Nevada Supreme Court and its Guardianship Commission in setting rules and making recommendations regarding the administration of guardianships in Nevada's Courts. The GCO supports the district courts in the administration and oversight of individual guardianship cases, including accountings and investigations of the estates of individual protected persons for whom a guardian has been, or may be, appointed.

The incumbent may be required to attend meetings outside of normal working hours; work occasional evening and weekend hours; and may be required to travel statewide as necessary.

This position is located in Las Vegas.

**Education and Experience:** Bachelor's degree from an accredited college or university in criminal justice, police science, psychology, social work, business administration or other discipline related to the assignment and three years of investigative and/or program-related experience where standard investigative techniques were utilized to make program compliance determinations, enforce state and federal laws, and prepare detailed reports for the purpose of justifying administrative sanctions, penalties, or criminal prosecution. Work experience may be obtained in law enforcement, investigative, regulatory or comparable setting; **OR** graduation from high school or equivalent education and five years of investigative program related experience as outlined above; **OR** an equivalent combination of education and experience.

**Salary Range:** \$52,742 - \$78,613 DOE, employee/employer paid retirement.

The stated salary range represents entry level to maximum compensation allowed. 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.

**Application Process:**

In order for you to be considered for this position, you must 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/)

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

The deadline to submit applications is **Friday, May 11, 2018**. 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 Personnel Analyst at 775.684.1744.**