

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

**Guardianship Financial Forensic Specialist  
Position # 0302**

Under general direction of the Guardianship Compliance Program Manager, the Financial Forensic Specialist utilizes investigative, auditing, and accounting skills to analyze financial data to ensure compliance with program, court rule, and statutory requirements in guardianship cases for the State Guardianship Compliance Office within the Administrative Office of the Courts. The Guardianship Compliance Office (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 accounting, finance, estates, criminal justice or closely related field; and three years of experience in auditing, investigations, inspections, enforcement, and/or administration of a governmental regulatory program; **OR** an equivalent combination of education and experience. Any applicable or related professional certification is desirable.

**Salary Range:** \$55,039 - \$82,308 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.**