

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

**ADMINISTRATIVE ASSISTANT II**  
**Position # 0068**

Under the direction of the Clerk of the Court, this position provides administrative support for the Supreme Court Clerk's Office as needed. The incumbent is responsible to provide administrative support services to management and deputy clerks, using independent judgment and personal initiative to perform a variety of duties. Typical duties include maintaining records and files; data entry; typing and word processing; answering telephones and relaying information; duplicating and distributing materials; stocking supplies and equipment; reviewing and processing forms and other documents; updating exhibit list, entering data in computer equipment, opening, sorting and distributing mail, scanning documents into an electronic document managing system, closing out stipulated dismissed cases; retrieving records, files and exhibits when requested by court staff and public; operating office equipment such as copiers, computers, calculators, facsimile machines, printers, and other equipment; recording of oral arguments, and performs related duties as assigned. This position is located in Carson City and the position may require infrequent travel.

**Education and Experience:** High School Diploma or equivalent education and 2 years of progressively responsible relevant work experience which includes one or more of the following areas: maintenance of complex records and files; public/customer relations; assisting staff and management with projects and activities; OR 1 year as an Administrative Assistant I in Nevada State Service; OR an equivalent combination of education and experience.

**Salary Range:** \$32,029 - \$46,311 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, and education, Nevada State Bar membership, 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 complete 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: [clerksofficeadminassist@nvcourts.nv.gov](mailto:clerksofficeadminassist@nvcourts.nv.gov)
- via fax to: (775) 684-1777

The deadline to submit applications is Thursday, October 26, 2017. 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 Officer at 775.684.1744.**