

Supreme Court of Nevada
ADMINISTRATIVE OFFICE OF THE COURTS

ROBIN SWEET
Director and
State Court Administrator

JOHN MCCORMICK
Assistant Court Administrator
Director



VERISE V. CAMPBELL
Deputy

Judicial Programs and Services
Mediation

Foreclosure

Training Assistant III
Position # 0004

This position is a skilled support position in the Judicial Education Unit (Unit) within the Administrative Office of the Courts (AOC), a department of the Nevada Supreme Court. The Unit is responsible for the overall plan of continuing education to judges and court staff in Nevada courts, including the Supreme Court. This position is an integral part of the judicial education team assisting with the implementation of the statewide education plan.

This position will work as part of team in planning, developing, executing, and evaluating judicial branch educational and training programs undertaken by Judicial Education Unit and other units of AOC. Position will work under the direction of the Manager, the Academic Coordinator, or the Program Specialist, as determined by the program or activity. The Judicial Education Manager will provide overall supervision and evaluation. This includes but is not limited to conference site visits, selection, contract negotiations, program budget preparation, and publication of all conference materials, onsite registration, event coordination, travel and follow-up. The incumbent will assist in development of the policies and procedures manual for program assistants and of forms utilized by the Unit. The incumbent also maintains databases related to the activities of the Unit and produces reports, as required. The incumbent must communicate knowledgeably, confidentially and in a professional manner with judicial education customers, on the telephone, via e-mail, and in person.

Special Notes

- Accuracy in data inputting and proofreading is necessary.
- The incumbent must work on multiple projects and programs simultaneously to meet deadlines.
- The incumbent is required to travel to various locations for meetings and conferences approximately 90 days per year, often working long shifts including occasional weekday holidays. Expenses for travel and other activities while staffing trainings, conferences and planning sessions statewide will be reimbursed pursuant to Supreme Court policy.
- The incumbent is responsible for arranging for transportation of equipment, training materials and supplies. Therefore, the incumbent must meet the essential function of this position that requires lifting items that may range in weight between five (5) and thirty five (35) pounds.
- Valid Nevada driver's license required.

Education and Experience: High school diploma or equivalent and 3 years of administrative support experience including 2 years in conference planning and execution or related function.

Salary range: \$32,677 - \$36,915, DOE, employee/employer paid retirement

Salary offers are based on a wide array of factors such as a candidate's experience, skills, education, as well as budget availability. Once hired, salary growth within the job classification will be based on performance and budget approval.

The Supreme Court of Nevada offers the compensation package available for all State of Nevada employees which includes a choice of health insurance plans, enrollment into the Public Employees Retirement System (PERS), eleven paid holidays, and paid annual and sick leave.

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.

It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications in your original application materials. Applications are available at WWW.NEVADAJUDICIARY.US under the Administrative Office tab, 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: judicialedu@nvcourts.nv.gov
- via fax to: (775) 684-1777

The deadline to submit applications is Friday, December 19, 2014. Applications received after 5:00 pm, 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.