

Supreme Court of Nevada
ADMINISTRATIVE OFFICE OF THE COURTS

ROBIN SWEET
Director and
State Court Administrator



SCOTT SOSEBEE
Deputy Director
Information Technology

JOHN MCCORMICK
Assistant Court Administrator
Judicial Programs and Services

VERISE V. CAMPBELL
Deputy Director
Foreclosure Mediation

ADMINISTRATIVE ASSISTANT I
Position # 0014

Under general supervision, the Administrative Assistant I performs clerical, secretarial and administrative support duties in the Judicial Programs and Services Division. Assignments are limited in variety, recurring, and generally follow established routines. This is the entry level for the Administrative Assistant series. The incumbent is responsible for a broad variety of clerical, secretarial, and administrative support duties. Examples include: scheduling; opening, screening, and routing mail; answering phones and responding to inquiries; compiling information in a variety of formats; handling supply orders; and maintaining records.

The incumbent will 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 Carson City.

Education and Experience: High School Diploma or equivalent education and 1 year of clerical experience which includes one or more of the following areas: maintaining records; answering telephones; reviewing forms, documents and other written materials; **OR** 6 months as an Administrative Aid in Nevada State Service; **OR** an equivalent combination of education and experience.

Salary: \$27,895, employee/employer paid retirement.

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

The deadline to submit applications is Friday, February 7, 2014. Applications received after 5:00 p.m., 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.