



**THE SUPREME COURT OF NEVADA**  
**invites applications for the position of:**

## **Administrative Assistant II- Clerk's Office**

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<b>SALARY:</b>	\$34,305.84 - \$49,652.64 Annually
<b>DEPARTMENT:</b>	Clerk's Office
<b>OPENING DATE:</b>	08/29/22
<b>CLOSING DATE:</b>	09/30/22 11:59 PM

### **DESCRIPTION:**

The Nevada Supreme Court is seeking an Administrative Assistant 2 in Carson City. Under the direction of the Clerk of the Court, this position provides administrative support for the Supreme Court Clerk's Office including management and deputy clerks using independent judgment and personal initiative to perform a variety of duties.

In-house training is provided and there may be opportunity for advancement within the court. Infrequent travel may be required.

This is a great chance to join our team and learn more about the courts!

### **EXAMPLES OF ESSENTIAL DUTIES:**

Typical duties include maintaining records and files; data entry; typing; answering telephone calls from the public and relaying information; duplicating and distributing materials; ordering and stocking supplies and equipment; reviewing and processing forms and other documents; updating exhibit lists; 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 the public; recording of oral arguments; and other related duties as assigned.

### **TYPICAL QUALIFICATIONS:**

High school diploma or equivalent education and two years of clerical experience and administrative support experience which included one or more of the following areas: maintaining records and files; preparing a variety of materials using a personal computer or word processor;

and/or performing secretarial duties in support of professional staff; OR one year as an Administrative Assistant I in Nevada State Service; OR an equivalent combination of education and experience.

**We are looking for candidates who are team players, flexible, and have excellent time management skills.**

Prior experience in a court or legal office is preferred.

## **SUPPLEMENTAL INFORMATION:**

COVID-19 vaccination, including one booster, is required as a condition of employment. Verification of vaccination status will be required at the time of job offer. Requests for reasonable accommodation will be considered. Please **DO NOT** attach any individual health information related to COVID-19 vaccination status to the application.

Carson City offers sunshine and recreational opportunities abound including golfing, biking, off-roading, hiking, skiing, and fishing. Carson City is nestled between stunning Lake Tahoe and vibrant Reno. Nevada's beautiful landscape, exciting adventures, and thriving economy are just a few of the reasons to join the Silver State workforce!

Additional benefits include: medical, dental, life and disability insurance programs; participation in the public employees' retirement plan; 11 paid holidays each year; accrual of 3 weeks of annual leave and 3 weeks of sick leave each year; no state income tax; public service loan forgiveness; flexibility; and a work-life balance beyond compare.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.nvcourts.gov/>

Position #00130  
ADMINISTRATIVE ASSISTANT II- CLERK'S OFFICE  
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201 S. Carson St. Ste. #250  
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775-684-1744

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