



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

Business Systems Analyst

SALARY:	\$49,777.92 - \$58,380.48 Annually
DEPARTMENT:	Information Technology
OPENING DATE:	12/22/21
CLOSING DATE:	Continuous

DESCRIPTION:

The Nevada Supreme Court, Trial Court Technology Support Unit, is currently looking to fill multiple Business Systems Analyst positions in Carson City, Nevada. Business Systems Analysts work to implement new and update existing business systems for the Nevada Trial Courts.

This is a great opportunity to join a top-notch team with room for advancement with vertical and horizontal training opportunities! This position can be filled at the trainee level up to the advanced level so applicants of varying skill levels are encouraged to apply.

The successful candidate will have:

- Experience and understanding of platform management, systems administration/configuration, and technical support;
- Experience gathering and analyzing business requirements;
- Strong documentation skills;
- Strong customer service skills;
- Time management skills with the ability to manage multiple tasks/priorities in parallel;
- Excellent interpersonal, written, and communication skills;
- Proficiency with MS Office applications (Excel, PowerPoint, Word, and Outlook); &
- Problem solving skills.

EXAMPLES OF ESSENTIAL DUTIES:

This position is responsible for researching, documenting, validating, and training on technology solutions for systems and services utilized by the Nevada Trial Courts. Business Systems Analysts

improve information systems and ensure that IT services meet current and future court business objectives. Duties include configuring systems, participating in business process changes, developing test cases, and implementing systems and integrations.

After an initial training period, there may be an opportunity for a hybrid remote/in-office schedule.

TYPICAL QUALIFICATIONS:

Preferred Skills & Experience

- Knowledge of court business processes
- Project management experience
- Experience in designing test cases based on business requirements and system functionality
- Understanding of database concepts
- Bachelor's degree or an equivalent combination of education and experience such as any relevant IT certifications or experience in information systems and/or business process analysis and planning.

SUPPLEMENTAL INFORMATION:

COVID-19 vaccination is required as a term of employment, effective January 31, 2022. Reasonable accommodations will be considered.

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.

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

Position #00104
BUSINESS SYSTEMS ANALYST
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201 S. Carson St. Ste. #250
Carson City, NV 89701
775-684-1700

HR@nvcourts.nv.gov
