



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

## **Business Systems Support Specialist**

<b>SALARY:</b>	\$35,328.96 - \$51,281.28 Annually
<b>DEPARTMENT:</b>	Information Technology
<b>OPENING DATE:</b>	03/18/22
<b>CLOSING DATE:</b>	Continuous
<b>DESCRIPTION:</b>	

The Nevada Supreme Court is currently looking to fill multiple entry level Business Systems Support Specialist positions in Carson City and/or Las Vegas, Nevada. This is a great opportunity to join a top-notch team with room for continued advancement! The successful candidate will have:

1. **Strong customer service skills;**
2. **Ability and willingness to learn technological skills quickly;**
3. **A knack for attention to details;**
4. **Fast paced organizational skills &;**
5. **Strong communication skills.**

The Supreme Court is looking for the right candidate to **train** and join the team! If you are looking for a promotion, career change, or anything in-between, the successful candidate will receive hands on training, be accompanied on court site visits, and have the opportunity to learn court business processes from others within the team. This is a great position for those individuals looking to make a change and learn more about the court system. Teachers, call center employees, and court clerks are encouraged to apply.

If you are interested in learning about the courts and making a difference in the justice system, this position is for you!

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

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

The position assists court users via phone and email with current court systems and issues they may be having, including answering questions about court business processes and providing training on how to use applications. The position is also responsible for maintaining databases, ensuring systems contain accurate information, and creating reports.

### **TYPICAL QUALIFICATIONS:**

Graduation from high school or equivalent and experience in customer service, basic computer skills, and strong communication skills both orally and in writing; **OR** an equivalent combination of education and experience.

**SUPPLEMENTAL INFORMATION:**

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

Nevada offers sunshine and recreational opportunities abound including golfing, biking, off-roading, hiking, skiing, and fishing. 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 #00112  
BUSINESS SYSTEMS SUPPORT SPECIALIST  
EK

201 S. Carson St. Ste. #250  
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