

Supreme Court of Nevada
ADMINISTRATIVE OFFICE OF THE COURTS

ROBIN SWEET
Director and
State Court Administrator



RICK STEFANI
Deputy Director
Information Technology

JOHN MCCORMICK
Assistant Court Administrator
Judicial Programs and Services

**Director of the Administrative Office of the Courts
and State Court Administrator
Position # 0001**

The Director of the Administrative Office of the Courts under the direction of the Chief Justice and the Justices of the Nevada Supreme Court manages its obligations as the administrative head of Nevada's court system. The Director, as the senior executive, oversees the Administrative Office of the Courts and is appointed by the Supreme Court.

The Director provides administrative services to the Appellate Courts and statewide trial courts as needed. The incumbent is responsible for planning, organizing, directing, and evaluating the administrative, financial, human resources, workplace safety, legal, educational, technology and other activities of the department and the court system as specified in NRS 1.360 et seq. The Director monitors and coordinates legislative activity for the judicial branch, and acts as court's liaison to the Legislature.

The incumbent will be required to travel when necessary, including travel to remote locations throughout the state.

Education and Experience: Bachelor's degree from an accredited four-year college or university with major coursework in Public Administration, Business Administration or a closely related field **AND** ten years of executive level management experience including experience performing a variety of administrative and court support work. Preferred qualifications include a Juris Doctorate or a Master's degree in business, public, or court administration, at least five years of court management experience; and a Certificate from ICM as a Court Executive. Experience in a municipal, superior, state or federal court is desirable. Additional supervisory or management experience in excess of the ten-year requirement may be substituted for the educational requirement on a year for year basis.

Closing Date/Time: December 4, 2020
Salary: \$139,346 employee/employer paid retirement
Job Type: Full-time
Location: Carson City

Apply at <https://www.governmentjobs.com/careers/nvcourts>