



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

Executive Assistant IV-Clerk's Office

SALARY:	\$51,803.28 - \$76,921.92 Annually
DEPARTMENT:	Clerk's Office
OPENING DATE:	09/01/22
DESCRIPTION:	

The Nevada Supreme Court is seeking an Executive Assistant IV for the Clerk of the Court. The Executive Assistant IV provides secretarial and high level administrative support for the Clerk's Office. This position is located in Carson City.

EXAMPLES OF ESSENTIAL DUTIES:

- Prepare routine administrative and case processing orders.
- Distribute conference agendas and notes.
- Organize materials (drafts/bench memos/vote sheets/orders/docket sheets) for panel and en banc conferences.
- Assign petitions for rehearing/reconsideration to conference; prepare memos to be distributed to chambers.
- Assist in preparing monthly chambers case assignments.
- Track cases ready for oral argument scheduling and motions for continuance of oral argument.
- Distribute and update oral argument calendar; prepare and mail oral argument notices and resetting and reminder notices.
- Assist with oral argument media requests.
- Prepare calendar books and assemble materials for oral argument (bench memos/docket sheets/vote sheets).
- Enter minutes of oral argument and special events in C-Track and minute book.
- Assist with preparing orders/exhibits related to the court's administrative docket and adds administrative public hearings to court website calendar.
- Maintain calendar for 2 courtrooms/3 conference rooms in Carson City and Las Vegas venues.
- Assist Clerk in development, creation, and verification of statistical reports.
- Assist with travel arrangements for Clerk and Chief Deputy Clerk; prepare travel expenditure request forms; prepare reimbursement request forms.

- Process Clerk's mail and daily filings.
- Answer and screen Clerk's incoming telephone calls.
- Assist in release of bar results and bar ceremonies.
- Maintain Clerk's internal memos and files.
- Update NRS collection in Clerk's and Chief Deputy Clerk's offices.
- Maintain publication updates (Bar directories, phone books, etc.)
- Maintain advance opinion binders for Clerk and Chief Deputy Clerk and adds advance opinions and rule amendments to court website.
- Schedule Supreme Court tours and maintain tour calendar.
- Assist in distributions for Pardons Board hearings.
- Assist in arranging special events and meetings
- Prepares court certificates of recognition.

TYPICAL QUALIFICATIONS:

Associate's degree or education equivalent to completion of two years of college-level coursework in business or related field and three to five years of professional experience as an executive assistant in the legal services; OR an equivalent combination of education and experience as described above.

We are seeking candidates with:

- Highly developed time management skills.
- Discretion.
- Knowledge of legal citation formats and legal terminology.
- Exceptional communication skills.

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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