



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

Grants and Contracts Officer

SALARY: \$47,669.04 to \$92,268.72 annually

DEPARTMENT: Accounting

DESCRIPTION:

Under general direction of the Chief Financial Officer and Chief Accountant, the Grants and Contracts Officer performs the full range of duties related to the application for, and administration of, grants for the Judicial Branch. This position also develops, implements, and monitors contracts on behalf of the Administrative Office of the Courts (AOC) and the Supreme Court.

The incumbent may be required to attend meetings outside of normal working hours; work occasional evening and weekend hours; and may be required to travel statewide as necessary.

The ideal candidate is:

- Organized
- Self-driven
- Skilled in communication

This position can be located in Carson City or Las Vegas.

EXAMPLES OF ESSENTIAL DUTIES:

- Prepare grant applications for federal funding for Court and/or Court-sponsored programs including writing and amending program descriptions and compiling required financial and statistical data.
- Assist programs with issuing, reviewing, processing, and monitoring sub grants.
- Research, write, recommend and implement grant program plans and projects within grant guidelines to maximize and enhance services provided.
- Compile data and prepare reports regarding program implementation and activities and funding sources.
- Prepare for and participate in federal and/or Court grant compliance monitoring activities.
- Review audits or financial records, reports and statements to determine compliance with grant requirements.
- Review and track Court expenditures related to grants and verify the Accounting Unit draw is accurate.
- Assist with the development and release of Requests for Proposals (RFP's), or informal solicitations, to determine suitable contractors to meet the Court's needs.

- Receive, compile, and distribute RFP materials to RFP review committees.
- Sit on RFP committees and conduct and document discussions and decisions related thereto.
- Develop contracts and collaborate with AOC Accounting and Legal to complete and implement such agreements.
- Seek out and engage vendors in the contracting process.
- Monitor contract expenditures and ensure compliance with contractual terms..
- Validate with Accounting Unit contract related information so sufficient categorical authority is maintained in the budget.
- Assist with biennial budget preparation and submittal with respect to grants and contracts.
- Develop and implement and/or assess, monitor, control and review grant-in-aid projects/programs administered by the Court and provide assistance to recipients, including assistance in evaluating program effectiveness.

TYPICAL QUALIFICATIONS:

Depending on experience, this position can be filled at any of the three levels.

Grants and Contracts Officer I- Bachelor's degree in business administration, business management, accounting, finance, or related field, and two years of experience in the research, development, evaluation, or negotiation of federally-funded programs, organizations, methods or procedures, or administration of policies and procedures for a program or functional area; OR an equivalent combination of education and experience.

Grants and Contracts Officer II- Bachelor's degree in business administration, business management, accounting, finance, or related field, and two years of experience in the research, development, evaluation, or negotiation of federally-funded programs, organizations, methods or procedures, or administration of policies and procedures for a program or functional area, which included monitoring contracts and/or procuring grants; OR an equivalent combination of education and experience.

Grants and Contracts Officer III- Bachelor's degree in business administration, business management, accounting, finance, or related field, and two years of experience in the research, development, evaluation, or negotiation of federally-funded programs, organizations, methods or procedures, or administration of policies and procedures for a program or functional area, which included managing contracts and grants; OR an equivalent combination of education and experience.

Preference is given to individuals with experience writing grants and contracts.

Knowledge of Uniform Administrative Guidelines is preferred.

Effectively works remotely and collaborates with employees from a remote location, as needed. Must have expertise in virtual meeting platforms, such as Teams. Must have the ability to work remotely via an internet network connection provided by the employee. This connection speed must be sufficient to perform all duties. A minimum of 50-100 mb download speeds are required. Higher connection speed may be required if sharing this connection with other members in an employee's household.

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.

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!

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

Position #00135
GRANTS AND CONTRACTS OFFICER
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