



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

Judicial Chambers Administrator

SALARY: \$56,522.16 to \$84,229.92 Annually

DEPARTMENT: Supreme Court Chambers

OPENING DATE: 1/18/23

CLOSING DATE: 2/3/23 11:59 PM

DESCRIPTION:

The Judicial Chambers Administrator (JCA) serves as the exclusive and confidential assistant to a Justice of the Supreme Court of Nevada. The Supreme Court of Nevada is the administrative head of all district, justice and municipal courts and has the authority to promulgate rules and regulations in all civil and criminal court matters relating to process, practice, procedures and appeals that have the force and effect of law.

The Judicial Chambers Administrator (JCA) provides legal, secretarial, and administrative support to a Supreme Court Justice. This position will serve in a "floating" capacity and will fill in whenever necessary for all of the Supreme Court Justices. The JCA supervises and manages chambers personnel; finalizes opinions, orders, agendas, and correspondence; creates and maintains administrative files; coordinates arrangements for meetings and travel; and answers or directs telephone inquiries, mail, and visitors to appropriate staff. Must have excellent organizational, written and oral communication skills, and ability to maintain effective work relations with various judges, court personnel, and the public.

This position may require working occasional evenings and weekend hours.

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

EXAMPLES OF ESSENTIAL DUTIES:

- Facilitate management processes by acting with authority and as an intermediary on delegated administrative matters which require independent judgment, initiative and discretion in addressing various issues, situations, or problems affecting Court operations, while maintaining the highest level of trustworthiness and confidentiality.
- Provide executive assistance in resolving administrative questions and issues not requiring the personal attention of the Justice.
- Act in an administrative liaison capacity in conferring with other chambers and departments of the Supreme Court of Nevada concerning related activities and operations.
- Transmit directives, instructions, and assignments and follow-up on status of assignments with chambers and other court staff.

- Schedule and coordinate the daily work activities of the Justice and chambers staff to facilitate the completion of bench memoranda, opinions, orders, petitions for rehearing and reconsideration, and other necessary documentation in adherence to the Court's critical deadlines.
- Develop office procedures and work processes based on priorities, needs, and timelines.
- Serve as supervisor to chambers staff; provide orientation, technical training, and supervision by directing, monitoring, and editing the work of all clerks, interns, and externs employed by the Justice, including, but not limited to, explaining procedures, methods, materials, and formats.
- Oversee and direct activities to ensure efficient and effective operation of the chambers.
- Review, proofread, and edit all documentation, bench memoranda, opinions, orders, dissents, and concurrences prepared by the Justice and law clerks.
- Manage document control for all pending draft dispositions requiring consideration at the Court's en banc or panel conferences in accordance with the agenda provided by the Clerk's office.
- Receive and screen incoming calls and visitors; visitors could include the general public, judges, personnel of executive, legislative, and judicial branches of government, attorneys, members of the press and other media, and visiting domestic and foreign dignitaries; evaluate requests and inquiries; determine which are priority matters and alert the Justice accordingly; make decision to contact the Justice at off-site locations in critical situations; make referrals to appropriate Court staff or provide requested information as appropriate.
- Maintain good working rapport and interaction with other departments of the Supreme Court of Nevada; district, justice and municipal courts; State Bar of Nevada; Nevada State Legislature; Executive Branch Departments, including the Governor's Office; the press and other media; court systems in other states, attorneys; corporate leaders; representatives of private industry; and other organizations and groups.
- Coordinate and facilitate the Justice's calendar; arrange and schedule Court, committee, board and commission meetings, official appointments, conferences, speaking engagements and other official functions; arrange meetings and activities for the Justice involving various external organizations and commitments; gather necessary background criteria to assist in the drafting of speeches; accept or decline invitations to meetings for the Justice, and arrange for representation by other staff as necessary; arrange for official Court receptions, e.g., Justices' inaugural ceremonies, retirement of Court members, Law Day; plan and coordinate receptions for the Court with other groups and agencies.
- Make complex travel and lodging arrangements for the Justice and chambers personnel both in and out of state; ensure itinerary and other pertinent materials are prepared and distributed to the Justice; prepare necessary claims for reimbursement of travel expenses for the Justice and chambers personnel.

TYPICAL QUALIFICATIONS:

Graduation from high school or equivalent and five years of clerical experience, three of which were performing progressively responsible legal secretarial work and one year of which included supervision of legal secretarial staff; OR an equivalent combination of education and experience.

Candidates with strong computer skills including Microsoft Word, Excel, and Outlook are preferred. Legal research and editing skills are also 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:

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!

Benefits include:

- **Health Insurance:** medical, dental, life and disability insurance programs for employee and dependents/family is offered.
- **Vacation:** Accrual of three weeks of annual leave each year.
- **Sick Leave:** Accrual of three weeks of annual leave each year.
- **Holidays:** 11 paid holidays per year.
- **Retirement:** Participation in the Nevada Public Employee Retirement System (PERS).
- **Deferred Compensation:** the State has a voluntary deferred compensation program.
- **No Nevada state income tax.**
- **Flexibility:** a work-life balance beyond compare!

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.

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

Position #00149
JUDICIAL CHAMBERS ADMINISTRATOR
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