



## The Supreme Court of Nevada

**Job Title:** Judicial Education Support Specialist

**Closing Date:** July 31, 2024

**Location:** Carson City

**Salary:** \$60,050.88 to \$73,414.08 annually

### Description

The Nevada Supreme Court is seeking a Judicial Education Support Specialist! Step into a dynamic role as a Judicial Education Support Specialist, where you'll play a pivotal part in shaping the future of judicial education. Under general supervision, you'll tackle a variety of clerical, secretarial, and administrative tasks for the Judicial Branch Education Unit. Use your skillset to evaluate different courses of action within the framework of established policies and procedures.

### Examples of Work:

- **Creating Meeting Summaries:** Review meeting recordings and prepare insightful summaries for various judicial education committees.
- **Developing Educational Materials:** Collaborate in creating impactful publications and materials that enhance our education programs.
- **Orchestrating Programs:** Working as a Judicial Education team member, schedule and handle logistics for our educational events, ensuring everything runs smoothly.
- **Supporting Distance Learning:** Assist in developing and delivering innovative distance education programs.
- **Managing Participant Registration:** Register and track participants for in-person events, ensuring a seamless experience for all involved.

**To learn more about the job and to apply, visit:**

[https://nvcourts.gov/aoc/administration/human\\_resources/careers](https://nvcourts.gov/aoc/administration/human_resources/careers)