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

Judicial Education Program Specialist

SALARY: $43,346.88 - $63,746.64 Annually

DEPARTMENT: Judicial Education

OPENING DATE: 05/31/22

CLOSING DATE: 07/01/22 11:59 PM

DESCRIPTION:
The Administrative Office of the Courts (AOC), Judicial Education Unit is looking for a Program Specialist to join our team. This position is involved in planning, developing, executing, and evaluating judicial branch education and training programs undertaken by the Judicial Education Unit and other units of the AOC, with particular responsibility for, and focus on, distance education programs. This is an exciting opportunity to join the Supreme Court and become involved in training. This position is in Carson City, Nevada.

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

EXAMPLES OF ESSENTIAL DUTIES:

• Plan, develop, execute, and follow-up on AOC sponsored education programs including: identify topics; identify delivery methods; communicate the availability of programs; gather, compile, and distribute training materials; prepare thank you letters and summary of evaluation results to faculty and planning committees; oversee the conduct of education programs

• Maintain ongoing contact with members of the state judiciary including judges, trial court executives, and court staff as directed to identify and understand their distance education needs and the issues driving those needs.

• Collaborate with other organizations to provide necessary education and training to the state judiciary in Nevada.

• Plan, develop, execute, and follow-up on assigned AOC sponsored judicial conferences as necessary; including: create, publish and distribute conference materials for distribution before, during and after conferences; organize and oversee and/or conduct registration at conferences; compile evaluation results and publish analyses of evaluations of conferences and trainings;
review and, as necessary, modify all billings related to conferences to ensure correct payments; and, prepare thank you letters and summary of evaluation results to faculty and planning committees, and prepare reports to accrediting agencies.

• Provide assistance to judges, judicial assistants, and other stakeholders on conference registration, education requirements, Judicial Education Encumbrance/Education Request forms, travel claims and judge’s education records.

• Maintain database of all Nevada judges’ educational records; track progress toward meeting requirements and eligibility for awards.

• Process Encumbrance Request (ER) forms, as needed. Conduct initial review of submitted forms for compliance with policy, required supporting documentation and accuracy. Following final approval by Manager, process ER forms according to established procedures.

• Design and maintain current information on the Judicial Education website.

• Upon assignment, plan, coordinate and/or facilitate specific meetings and educational events

• Represent the Judicial Education Division at committee meetings, conferences and seminars

• Perform other duties as assigned

TYPICAL QUALIFICATIONS:

Graduation from high school or equivalent education and four years of experience in education, training, public, business, or judicial administration, two years must include planning, coordinating, or administering a program; OR an equivalent combination of education and experience.

SUPPLEMENTAL INFORMATION:

COVID-19 vaccination 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.

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

Position #00123 JUDICIAL EDUCATION PROGRAM SPECIALIST KS

201 S. Carson St. Ste. #250 Carson City, NV 89701