



STEFANIE HUMPHREY
Chair

JOHN KRMPOTIC
Vice-Chair

State of Nevada
COMMISSION ON JUDICIAL DISCIPLINE
P.O. Box 18123
Reno, Nevada 89511
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Website: <https://judicial.nv.gov>

PAUL C. DEYHLE
*General Counsel and
Executive Director*

POSITION ANNOUNCEMENT

MANAGEMENT ANALYST II

This position is a **NON-CLASSIFIED**, at-will, full-time support staff position within the judicial branch of state government. This position serves at the pleasure of the General Counsel and Executive Director of the Nevada Commission on Judicial Discipline (the "Commission") and Executive Director of the Standing Committee on Judicial Ethics (the "Standing Committee").

AGENCY RESPONSIBILITIES:

The Commission was created by a Constitutional amendment on November 2, 1976, to investigate allegations of Judicial misconduct in office, violations of the Revised Nevada Code of Judicial Conduct, or disability of judges. The Commission is composed of seven (7) members: two judges appointed by the Nevada Supreme Court, two (2) attorneys appointed by the Board of Governors of the State Bar of Nevada; and three (3) lay persons appointed by the Governor of the State of Nevada. Its staff consists of a full-time General Counsel/Executive Director, two (2) Senior Associate General Counsel, a Deputy Director/Administrative Services Officer, and two (2) Management Analysts.

POSITION LOCATION:

Reno, Nevada. This is a combination in-person/telework position.

APPROXIMATE ANNUAL SALARY:

The salary range for the employee/employer-paid retirement option is \$64,414 - \$95,630, and the employer-paid retirement option is \$55,164 - \$81,912. The compensation schedule is modeled after the Classified Employee Compensation Schedule effective July 1, 2024. The actual pay rate will be established within the range allowable, depending upon the depth of experience and qualifications of the successful candidate.

BENEFITS:

The State benefits package includes a retirement system, paid medical, dental, vision, life, and disability insurance, twelve (12) paid holidays, paid annual leave and sick leave. Other employee-paid benefits such as deferred compensation plans are also available.

POSITION DESCRIPTION:

The incumbent will handle the day-to-day duties in support of the Commission and Standing Committee. Key functions include: (a) processing complaints filed with the Commission utilizing a case document/management system (TimeMatters) for the preparation and maintenance of Commission case files during all phases of the complaint process; (b) working with Nevada courts to request and obtain relevant court documents to assist counsel in processing complaints; (c) dealing with public inquiries by email, mail, and telephone, and administering daily office functions (d) conducting legal research; (e) maintaining statistical data in TimeMatters to support biennial and annual reports generated by the Commission; (f) acting as a clerk to the Commission during meetings and disciplinary hearings; (g) assisting with updating the website for both the Commission and Standing Committee; (h) assisting in carrying out all functions allocated to the Commission and Standing Committee by court rule, statute and applicable administrative codes consistent with governing laws, policies and standard operating procedures; (i) cross-training with, and providing back-up support to other staff members tasked with assisting in carrying out all functions allocated to the Commission and Standing Committee by law; and (j) other duties as assigned. This position requires the ability to work independently and as a team member. Occasional in-state and out-of-state travel is required.

EDUCATION AND EXPERIENCE:

It is preferred that the person selected possess either (i) a bachelor's degree from an accredited college or university in a relevant field or fields, **OR** (ii) a high school diploma AND a minimum of seven (7) years of increasingly responsible experience in a relevant field or fields.

HOW TO APPLY:

Please respond with a **letter of interest, resume, and writing sample**. All candidates are required to provide **two (2) professional letters of reference**. Resumes and required documents may be emailed to ncjdinfo@judicial.nv.gov in PDF or Word, or may be mailed to P.O. Box 18123, Reno, NV 89511. Applications will be accepted on a first-come, first-served basis until the position is filled, and hiring may occur at any time during the recruitment process.

Additional information concerning the Commission and Standing Committee may be found at <https://judicial.nv.gov/> or by contacting the Nevada Commission on Judicial Discipline at (775) 687-4017 or ncjdinfo@judicial.nv.gov.

The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.