



The Supreme Court of Nevada

Job Title: Administrative Assistant: Judicial Programs and Services

Job Number: 00208

Closing Date: 04/19/2024

Location: Carson City

Salary: \$54,097.43 to \$66,136.46

Description:

Are you ready to embark on a rewarding career with the Nevada Supreme Court? We are currently recruiting for an Administrative Assistant in our Judicial Programs and Services (JPS) Division in Carson City.

As an Administrative Assistant, you will play a pivotal role in supporting the Assistant Court Administrator, Court Services Supervisor, and the Judicial Programs and Services (JPS) Division. Under general supervision, you will be responsible for a diverse range of clerical, secretarial, and administrative support duties, contributing to the efficient functioning of the Nevada Supreme Court. Examples include providing meeting summaries on various topics, special projects as assigned, answering phones and public inquiries, some research as needed, creating surveys and compiling results, creating and maintaining Excel spreadsheets and other reports/documents, booking reservations, assisting the Judicial Branch Training Unit and/or other programs with special events, supporting the Certified Court Interpreter Program as needed, and communicating with judges, courts, etc.

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

<https://www.governmentjobs.com/careers/nvcourts>