

Supreme Court of Nevada
ADMINISTRATIVE OFFICE OF THE COURTS

Supreme Court Building
201 South Carson Street, Suite 250
Carson City, Nevada 89701-4702



RONALD R. TITUS
Director and
State Court Administrator

Court Systems Analyst Position # 0001

This position is with the Administrative Office of the Courts, Judicial Branch Technology Project Support Section and will support the state-sponsored trial court Case Management System (CMS) and other software applications. Under the direction of senior level management, the successful candidate will identify enhancements, test, implement, train and support the CMS as well as other software applications; work with users to determine on-going requirements; develop training materials, including written documentation, educate court staff in the use of the various software applications through personal contact and helpdesk support, and perform other related work as assigned. This is a journey-level position and the incumbent is required to be fully competent to independently perform assigned duties. Incumbent will work on other major projects as part of a team and may be solely responsible for smaller projects. Depending on the project, incumbent may utilize a spectrum of skills, from identification of functional system requirements to implementation, training and project management. This position is located in Carson City, Nevada.

Education and Experience

Bachelor's degree with major coursework in a related field, two years of court or related business experience and an aptitude in the analysis of software applications and/or implementation of large technology projects. Experience in a related field may be substituted for education on a year-for-year basis. A post-graduate degree in the appropriate field may be substituted for the required experience. Three years of professional office experience including project management practices in a related field is preferred. Court experience is desirable.

Salary Range: \$41,906 - \$59,195 DOE, employee/employer paid retirement

The stated salary range represents entry level to maximum compensation. Salary offers are based on a wide array of factors such as a candidate's experience, skills, education, as well as budget availability. Once hired, salary growth within the job classification will be based on performance.

The Supreme Court of Nevada offers the compensation package available for all State of Nevada Employees which includes a choice of health insurance plans, enrollment into the Public Employees Retirement System (PERS), eleven paid holidays, and paid annual and sick leave.

Application Process:

- Interested applicants must submit the **Supreme Court of Nevada Employment Application, their resume, and cover letter to:**

Cynthia Sampson, Personnel Analyst
Administrative Office of the Courts
Supreme Court Building
201 South Carson Street, Suite 250
Carson City, Nevada 89701-4702

FAXES OR E-MAILS WILL NOT BE ACCEPTED

The deadline to submit applications is Friday, November 13, 2009. Applications received after November 13, 2009, will not be accepted. The Supreme Court of Nevada employment application is available at WWW.NEVADAJUDICIARY.US.

The Supreme Court of Nevada is an equal employment opportunity employer and does not discriminate on the basis of sex, age, religion, race or disability. If accommodation for a disability is needed during the application or examination process, contact the Personnel Analyst at 775.684.1744.