



## The Supreme Court of Nevada Court Data Officer

<b>SALARY</b>	\$68,619.68 - \$87,503.39 Annually	<b>LOCATION</b>	Carson City OR Las Vegas, NV
<b>JOB TYPE</b>	Full-Time	<b>REMOTE EMPLOYMENT</b>	Flexible/Hybrid
<b>JOB NUMBER</b>	00194	<b>DEPARTMENT</b>	State Court Administrator's Office
<b>OPENING DATE</b>	01/29/2024	<b>CLOSING DATE</b>	Continuous

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### Description

Are you ready to play a vital role in shaping the future of the Nevada Judiciary? Join us as a Court Data Officer, where you will collaborate with a dynamic team under the guidance of our Lead Court Data Officer. As a key player in supporting the strategic initiatives of the Nevada Judiciary, you will delve into the world of data analytics, business intelligence, and performance measurements.

#### As part of your role:

Engage in all aspects of data analytics, unearthing valuable insights to enhance court performance. Collaborate with the Nevada Judiciary to extract and analyze performance-related reports from our data repository. Utilize and update dashboards to provide real-time, actionable information for informed decision-making. Contribute to the enhancement of data quality by assessing court systems and providing comprehensive training as needed. Assist Nevada Trial Courts in reporting caseload information in adherence to the Nevada Data Model, Data Governance policies, and Nevada Statute. Play a pivotal role in entering data, preparing insightful written reports, and conducting detailed analyses on matters impacting the Judicial Branch.

#### Why consider joining us?

**Innovation:** Be at the forefront of advancements in court data management and contribute to strategic initiatives shaping the future of the Nevada Judiciary.  
**Collaboration:** Work alongside a dedicated team and contribute your expertise to foster a culture of continuous improvement.  
**Professional Development:** Grow your skills and career with ongoing training opportunities and exposure to cutting-edge technologies.  
**Impact:** Make a difference by directly influencing court performance and contributing to the overall success of the Judicial Branch.

If you are passionate about leveraging data to drive positive change in the judicial system, we invite you to join us in this exciting journey. Apply now to be a part of a dynamic environment where your skills and dedication will be recognized and rewarded!

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

## Example of Duties

- Maintain the data repository as defined in the Nevada Data Model, Data Governance Policies, and consistent with Nevada Statute, which may include mapping existing court system to the Supreme Court Data reporting standards.
- Integrate both structured and unstructured data from multiple systems and sources.
- Conduct and/or assist in conducting a variety of studies or detailed analysis on court related data or systems; including the preparation of reports that outline findings, conclusions, recommendations. Recommendations may include the establishment of policies, procedures, or future courses of action, and the development of new programs or services based upon study findings. This position may assist in the preparation of the annual report publication and distribution.
- Collects, selects, and organizes simple and comprehensive data sets using Excel applications or ad hoc query tools to develop reports, perform analysis, and data visualizations, including dashboards and other interactive medium.
- Collaborate with Justices and Judges, Supreme Court staff, trial court staff, and external partners on assigned projects' scope, budgets, strategies, logistics, and planning.
- Follow department policies and procedures.
- Performs other duties as assigned.

## Typical Qualifications

We are looking for candidates with:

Strong understanding of quantitative methods and techniques, as well as statistical methods necessary for analyzing, projecting, and presenting impacts.

Proficiency in the use of standard desktop tools and software, including Word, Excel, and PowerPoint.

Familiarity with presenting statistical information using dashboards, data visualization tools, and PowerPoint.

Skill in organizing, planning, implementing, and overseeing multiple programs or areas of responsibility.

Ability to define problems, identify trends, analyze issues, solve problems, and communicate solutions.

Experience with Microsoft PowerBI is highly preferred.

This position requires travel to various court locations throughout Nevada and occasionally travels outside of Nevada.

This position may require occasional overtime and/or work on holidays, nights, and/or weekends.

## Supplemental Information

Nevada enjoys abundant sunshine throughout the year, making it an attractive destination for outdoor enthusiasts. From the stunning red rock formations of Valley of Fire State Park to the majestic mountains of the Sierra Nevada range, the state offers a diverse and breathtaking natural environment. Nevada offers recreational opportunities abound including golfing, biking, off-roading, hiking, skiing, and fishing. In addition, Nevada is home to iconic attractions such as the Las Vegas Strip, known for its vibrant nightlife, casinos, and entertainment. The state also hosts numerous cultural events, festivals, and art galleries that showcase its rich heritage and artistic scene. Nevada's beautiful landscape, exciting adventures, and thriving economy are just a few of the reasons to join the Silver State workforce!

**Benefits include:**

- **Health Insurance:** medical, dental, life and disability insurance programs for employees and dependents/family are offered.
- **Vacation:** Accrual of three weeks of annual leave each year.
- **Sick Leave:** Accrual of three weeks of sick leave each year.
- **Holidays:** 12 paid holidays per year.
- **Retirement:** Participation in the Nevada Public Employee Retirement System (PERS).
- **Deferred Compensation:** The State has a voluntary deferred compensation program.
- **No Nevada state income tax.**
- **Public service loan forgiveness.**
- **Flexibility:** a work-life balance beyond compare!

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**Agency**

The Supreme Court of Nevada

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