



Clark County

MANAGEMENT ANALYST I/II (RECRUITMENT)

SALARY	\$30.32 - \$50.81 Hourly	LOCATION	Clark County - Las Vegas, NV
JOB TYPE	PERMANENT	JOB NUMBER	10100720
DEPARTMENT	District Court	OPENING DATE	12/17/2024
CLOSING DATE	12/31/2024 5:01 PM Pacific	MAX NUMBER OF APPLICANTS	300

ABOUT THE POSITION

The Eighth Judicial District Court (EJDC) is seeking qualified candidates to apply for the Management Analyst I/II position. This role will be key in supporting EJDC's high-volume recruitment efforts, working with various departments to assist in hiring candidates for a wide range of positions. The selected candidate will help develop and execute recruitment strategies, managing the process from job posting to filing vacancies and conducting necessary pre-employment background checks, as well as handling all tasks in between. Additionally, this position will support a variety of training initiatives for both internal and external customers, assist with promotional recruitments, and contribute to other related duties. These may include representing EJDC at offsite career fairs, administering Nevada POST assessments, and conducting other written and physical assessments, which may require working offsite and occasionally outdoors throughout the year.

This recruitment is limited to the first 300 applications received, and will close without notice, regardless if the closing date has been reached, when that number is received.

This examination will establish an Open Competitive and Promotional list to fill current and/or future vacancies that may occur within the next six (6) months at either level or may be extended as needed by District Court Human Resources.

Management Analyst I is the entry level in the professional analytical series. Initially under close supervision, incumbents perform the routine project, analytical and support duties while learning County policies and procedures and specific techniques and regulations related to the area performed under more general supervision. This class is alternately staffed with Management Analyst II and incumbents may advance to the higher level after gaining experience and demonstrating proficiency, which meet the qualifications for the higher level class.

Management Analyst II is the experienced level in this series, fully competent to perform a wide variety of professional level duties. This class is distinguished from Senior Management in that the latter typically has multiple project or program responsibilities in a large department or provides support to the County Manager and/or the Board of Commissioners that involves multiple departments, programs or projects.

District Court Human Resources reserves the right to call only the most qualified applicants to the final hiring interview.

This position is confidential and excluded from membership in the union.

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MINIMUM REQUIREMENTS

Education and Experience:

Management Analyst I - Bachelor's Degree in Business or Public Administration or a related field. Full-time administrative experience in a field related to the work may be substituted for the degree on a year-for-year basis to a maximum of two (2) years. An appropriate advanced degree is desirable.

Management Analyst II - In addition to the above: Minimum of one (1) year of full-time professional experience in performing administrative, budgetary, operational or similar analyses and studies. Experience in a public agency setting is desirable.

Qualifying education and experience must be clearly documented in the "Education" and "Work Experience" sections of the application. Do not substitute a resume for your application or write "see attached resume" on your application.

Working Conditions: Attend meetings outside of normal working hours.

Licensing and Certification: Specified positions may require possession of a valid Nevada Class C Driver's License at time of appointment.

Background Investigation: Employment is contingent upon successful completion of a background investigation. Periodically after employment background investigations may be conducted.

Citizenship: Candidates must be legally authorized to work in the United States. Please note, District Court and Clark County does not provide H1B visa sponsorships or transfers for any employment positions.

Pre-Employment Drug Testing: Employment is contingent upon the results of a pre-employment drug examination.

EXAMPLES OF DUTIES

Plans and organizes administrative, operational, budgetary or other studies related to the activities or operational area to which assigned. Determines analytical techniques and data gathering processes and obtains required information for analysis. Analyzes alternatives and makes recommendations regarding such matters as organizational structure, team and quality improvement alternatives, budget development and administration, staffing, facilities, productivity, and policy and procedure development and implementation. Oversees ongoing departmental areas such as directing departmental capital improvement inventories, developing departmental funding sources and accounting and project control systems. Confers with management and operational staff and assists in implementing changes resulting from such studies and analyses. Assists with and performs specific management support activities such as coordinating and preparing Board agenda items, coordinating departmental budget development and administration, reviewing and assessing proposed legislation, coordinating the development of departmental automated systems and representing the department head and others as specified. Confers with and represents the department and the County in meetings with staff from other departments, representatives of governmental, community, business, professional and public agencies and the public. Provides liaison and staff support to a variety of committees and commissions. Negotiates and administers a variety of agreements and

service contracts. Maintains accurate records and files related to the areas of assignment. Prepares a variety of technical, statistical and narrative reports, correspondence and other written materials. Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team. Completes informational surveys; prepares and submits reports to various regulatory agencies, funding sources and other organizations. May direct the work of professional, technical or office support staff on a project or day to day basis. Uses standard office equipment including a computer, in the course of the work; may drive a County or personal motor vehicle or be able to arrange for appropriate transportation in order to attend off-site meetings and visit various work sites.

PHYSICAL DEMANDS

Mobility to work in a typical office setting, use standard office equipment, and be capable of driving a motor vehicle or arranging for transportation in order to attend off-site meetings and visit various work sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person or over the telephone. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Agency

Clark County

Address

500 S. Grand Central Pkwy, 3rd Floor
PO Box 551791
Las Vegas, Nevada, 89155-1791

Phone

(702)455-4565

Website

<http://www.clarkcountynv.gov>