

State of Nevada Announces Recruitment For...

MANAGEMENT ANALYST III - 07.624

APPROXIMATE ANNUAL SALARY - \$51,197.76 to \$76,316.40 PAY GRADE:

37

*Permanent, full time vacancies as they may occur in this geographical location.

*In order to receive consideration, applicants must indicate their availability to work in one or more geographic locations.

*Department: Attorney General

*Division: Attorney General

*Location: Las Vegas, Boulder City, Indian Springs, Jean, Henderson

*Open to all qualified persons.

*Applications accepted for another 7 Days 6 Hrs 21 Mins

ANNOUNCEMENT NUMBER 29773

*Posted 09/30/16

*Direct inquiries to:
ADRIAN FOSTER
(702)486-2911
or email adrian@admin.nv.gov

The Position

Management Analysts conduct a variety of studies, research and analysis of management and administrative areas such as budgeting and financial analysis; departmental operations; legislative analysis; management research; and statistical and informational analysis.

THIS RECRUITMENT MAY CLOSE PRIOR TO THE POSTED CLOSING DATE DEPENDING ON THE AMOUNT OF APPLICATIONS RECEIVED. APPLICANTS ARE ENCOURAGED TO APPLY AS SOON AS POSSIBLE.

Incumbents function as an analyst within the Investigations Division of the Office of the Attorney General. Incumbents will provide analytic support to investigators and prosecutors in completing casework related to allegations of complex financial fraud and other associated crimes. Incumbent must be able to work as a team member and participate both within the agency and within multi-jurisdictional task force environments. Incumbents must have the ability to prepare spreadsheets, charts and graphs as necessary in completing analysis work, and have the ability to testify to findings.

Incumbents will assist in the development of new or revised policies and procedures and for use by the Investigations Division and the Bureau of Criminal Justice in performing data analysis functions and other assigned tasks.

This position is "grant funded" and incumbent will be responsible for assisting with the preparation of budgets and the monitoring of grant expenditures.

Experience providing analysis related to criminal investigations or within a legal environment preferred but not required.

To see full Class Specifications visit: http://hr.nv.gov/Resources/ClassSpecs/Class_Specifications-7_0/

To Qualify

Education and Experience

1) Bachelor's degree from an accredited college or university in public or business administration, finance, social sciences, mathematics or related field and three years of professional experience in the research, development, evaluation or revision of programs, organizations, methods or procedures; OR one year experience as a Management Analyst II in Nevada State service; OR an equivalent combination of education and experience on a year-for-year basis.

Special Requirements

1) A State of Nevada/FBI background check will be required of the selected applicant.

2) A pre-employment criminal history check and fingerprinting are required.

Examination

FISCAL GENERAL EXAM

Qualified applicants will be contacted by the hiring agency for interview.

40 - Accounting Principles, Math & Fiscal Analysis- Must score 24 correct in this Section to pass with a minimum overall score of 60/100.

20 - Reading Comprehension Skills

20 - Report Development & Writing Skills

20 - Logic & Reasoning Skills

Direct inquiries or correspondence to:

Division of Human Resource Management
Northern Nevada
209 East Musser Street,
Room 101
Carson City, Nevada 89701-4204

Division of Human Resource Management
Southern Nevada
555 East Washington Avenue,
Suite 1400
Las Vegas, Nevada 89101-1046

TDD for the Hearing Impaired (800) 326-6868

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