

State of Nevada Announces Recruitment For...

PROGRAM OFFICER 1 - 07.649

APPROXIMATE ANNUAL SALARY - \$39,672.00 to \$58,338.72 PAY GRADE:

31
*A Permanent, full time vacancy
*Department: Attorney General
*Division: Attorney General
*Location: Carson, Minden, Gardnerville, Genoa
*Open to all qualified persons.
*Applications accepted for another 7 Days 0 Hrs 55 Mins

ANNOUNCEMENT NUMBER 30999

*Posted 03/13/17
*Direct inquiries to:
CAROL PION
(775)684-0151
or email cpion@admin.nv.gov

The Position

Program Officers perform administrative work in planning, coordinating, and directing a comprehensive program or program function for a specific clientele.

Incumbents possess a degree of knowledge and proficiency sufficient to perform work independently with little or no additional training.

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.

The office of the Attorney General is seeking a Program Officer I in our IT Division in Carson City. This position acts as an administrator of ProLaw, our primary agency case management system, including: Creating and maintaining system instruction manuals, policies, and procedures; Delivering training and new hire orientations; Auditing and monitoring the use of ProLaw and providing feedback to users and supervisors regarding compliance with agency policies and procedures; Responding to requests received via the helpdesk or other means; Identify issues with use of ProLaw and recommending changes to improve functionality; Assisting with planning and coordinating projects to develop additional functionality.

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

To Qualify

Education and Experience

1) Graduation from an accredited four year college or university in public administration or a related field; OR graduation from high school or the equivalent and four years of previous experience either performing or assisting in the planning, coordinating or administering of a program; OR an equivalent combination of education and experience.

Special Requirements

- 1) A valid driver's license or evidence of equivalent mobility is required at the time of appointment and as a condition of continuing employment.
- 2) A State of Nevada/FBI background check will be required of the selected applicant.
- 3) A pre-employment criminal history check and fingerprinting are required.

Examination

PROGRAM OFFICER I (07.649) Written Exam

The exam will consist of a written weighted 100%.

Qualified applicants will be contacted by the hiring agency for interview. The following are the number of questions and the category:

- 22 - Written Communications
- 31 - Logic and Reasoning
- 13 - Interpersonal
- 24 - Work Organization
- 10 - Bookkeeping and Purchasing

The following additional questions are part of this Recruitment

- 1) Please describe your experience using a case management system including the name of the software program.
- 2) Please describe your work experience using a legal and/or office software program.
- 3) Please describe your experience in creating instructions and training personnel.

Direct inquiries or correspondence to:

Nevada State Department of Personnel

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

TDD for the Hearing Impaired (800) 326-6868

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