

# State of Nevada Announces Recruitment For...

## BUSINESS PROCESS ANALYST 1 - 07.657

**APPROXIMATE ANNUAL SALARY - \$61,721.28 to \$91,496.16 PAY GRADE:**

**34**

\*A Permanent, full time vacancy

\*Department: Attorney General

\*Division: Attorney General

\*Location: Carson, Minden, Gardnerville, Genoa

\*Open to current classified employees in the specified Department, with at least 6 months of continuous, full-time equivalent service.

\*Applications accepted for another 5 Days 2 Hrs 47 Mins

**ANNOUNCEMENT NUMBER 52828**

\*Posted 11/04/25

\*Direct inquiries to:

DARRELL MORLAN

(775)684-0126

or email darrell.morlan@admin.nv.gov

### The Position

Business Process Analysts apply an in-depth knowledge of the agency's program areas to define and implement a solution to a given problem that requires an individually tailored response for end-user requirements.

The Office of the Attorney General is seeking a Business Process Analyst I in our IT Division in Carson City. This position includes acting as an administrator for ProLaw, our agency case management system, and Westlaw. Responsibilities include but are not limited to: Setting up and disabling user accounts, Creating and maintaining system instruction manuals, policies, and procedures; Providing training and conducting new hire orientations; Auditing and monitoring system usage and providing feedback to users and supervisors regarding compliance with agency policies and procedures; Creating, maintaining, and running SSRS reports; Creating and editing queries; Responding to requests received via the helpdesk or other means; Identifying issues and recommending changes to improve functionality; Assisting with planning and coordinating of other IT services as needed. \*\*\*THIS RECRUITMENT MAY CLOSE WITHOUT FURTHER NOTICE DEPENDING ON THE NUMBER OF APPLICATIONS RECEIVED. APPLICANTS ARE ENCOURAGED TO APPLY AS SOON AS POSSIBLE\*\*\*

### To Qualify

#### Education and Experience

1) Bachelor's degree from an accredited college or university in business, public administration, management information systems, or other disciplines related to the assignment and one year of professional experience analyzing and interpreting program laws, regulations, policies and procedures, which included experience applying recognized data processing concepts to business process planning and analyses; OR an equivalent combination of education and experience as described above.

#### Special Requirements

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

2) This position is subject to call-out or call-back.

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

4) A valid driver's license or evidence of equivalent mobility is required at the time of appointment and as a condition of continued employment.

#### Additional Position Criteria

1) This recruitment is only open to current classified employees in state service with at least six months of continuous, full-time equivalent service.

### Examination

#### Application Evaluation Exam

The exam will consist of an application evaluation. It is essential that applications include detailed information with time frames regarding education and experience. The most qualified applicants will be contacted by the hiring agency for interview. The hiring agency may require specific skills related testing as part of the interviewing process.

The following additional questions are part of this Recruitment

1) Describe your working in the legal field.

**Direct inquiries or correspondence to:**

#### Division of Human Resource Management

Division of Human Resource Management  
Northern Nevada  
515 East Musser Street,  
First Floor  
Carson City, Nevada 89701-4204

Division of Human Resource Management  
Southern Nevada  
7251 Amigo St,  
Suite 120  
Las Vegas, NV 89119

TDD for the Hearing Impaired (800) 326-6868

TDD for the Hearing Impaired (800) 326-6868