



Clark County  
**SENIOR BUSINESS SYSTEMS ANALYST**

<b>SALARY</b>	\$38.23 - \$56.51 Hourly	<b>LOCATION</b>	Clark County - Las Vegas, NV
<b>JOB TYPE</b>	PERMANENT	<b>JOB NUMBER</b>	30263
<b>DEPARTMENT</b>	District Court	<b>DIVISION</b>	District Court
<b>OPENING DATE</b>	01/13/2026	<b>CLOSING DATE</b>	1/27/2026 5:01 PM Pacific

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## ABOUT THE POSITION

Provides project leadership for customers, professional and technical staff; performs requirements analysis, applications design, feasibility studies and other information technology functions for customers, in support of District Court's administrative and business services for multiple computer platform applications. The ideal candidate will be working with a dynamic team in District Court IT.

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

Human Resources reserves the right to call only the most qualified applicants to the selection process.

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

## MINIMUM REQUIREMENTS

**Education and Experience:** Equivalent to a Bachelor's Degree in Computer Science, Information Systems, Business, or Public Administration, or a related field, AND four (4) years of full-time professional level experience in systems analysis and project leadership in a large multi-processing environment. Demonstrated education and training resulting in an industry-recognized certificate may be substituted for education and/or experience on a year-for-year basis up to two (2) years. Professional level experience that has provided the skills and knowledge necessary to perform all job functions at this level may be substituted for the education on a year-for-year basis up to two (2) years.

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:** Work extended shifts or be called back in emergency situations.

**Licensing and Certification:** Specified positions may require possession of a valid Nevada Class C driver's license at time of appointment. Certifications must be current at time of application and maintained throughout employment.

**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**, Clark County does not provide H1B visa sponsorships or transfers for any employment positions.

## EXAMPLES OF DUTIES

- Provides project management skills in planning, scheduling, managing and reporting; provides lead direction, training and work review for a programming project team; organizes and assigns work, sets priorities, and follows up and controls project status to ensure coordination and completion of assigned work.
- Gathers and analyzes information regarding customer systems and requirements for automated systems to fulfill these needs; conducts feasibility studies.
- Provides professional organization, documentation, communication and interpersonal skills; presents information in formal settings.
- Conducts requirements analysis, cost/benefit analysis develops schedules and project plans and other phases of a formal systems development methodology.
- Works in a matrix management environment with reporting responsibilities to customers and the assigned department.
- Provides self-direction and works with minimal direction.
- 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.
- Conducts feasibility studies and develops system, time, equipment and cost requirements.
- Provides bridging and resolution for project and customer conflicts; finds the common ground and compromises.
- Confers with customer department staff regarding assigned functional program areas.
- Maintains records and prepares periodic and special reports of work performed.
- Uses standard office equipment in the course of the work; may drive a personal or County motor vehicle or be able to arrange for appropriate transportation to and from various work sites and to attend off-site meetings.
- Maintains current knowledge of technology and new computer customer applications.

## PHYSICAL DEMANDS

Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period of time, 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.

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### Employer

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>