



Clark County

## DEPARTMENTAL SYSTEMS COORDINATOR

<b>SALARY</b>	\$35.38 - \$52.32 Hourly	<b>LOCATION</b>	Clark County - Las Vegas, NV
<b>JOB TYPE</b>	PERMANENT	<b>JOB NUMBER</b>	31404D
<b>DEPARTMENT</b>	District Court	<b>OPENING DATE</b>	06/02/2026
<b>CLOSING DATE</b>	6/9/2026 5:01 PM Pacific		

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### ABOUT THE POSITION

The Eighth Judicial District Court is seeking a knowledgeable and service-oriented Departmental Systems Coordinator for the Information Technology Department. This position administers departmental computer systems and software applications, serves as the primary technical resource for systems development and hardware/software support, and assists with coordinating technology solutions and multi-departmental applications. This is the experienced-level classification within the technical support series and requires the ability to independently perform a full range of IT support duties while exercising sound judgment within established guidelines.

**THIS IS A DEPARTMENTAL RECRUITMENT OPPORTUNITY AND IS OPEN ONLY TO FULL-TIME PERMANENT EMPLOYEES OF EIGHTH JUDICIAL DISTRICT COURT WHO HAVE SUCCESSFULLY COMPLETED THEIR PROBATIONARY PERIOD.**

### MINIMUM REQUIREMENTS

Equivalent to a Bachelor's Degree in Computer Science, Management Information Systems, or a closely related field AND two (2) years of full-time professional level experience in systems analysis and personal or mini-computer hardware and software acquisition in a departmental or similar environment. Additional experience as outlined above may be substituted for the education on a year-for-year basis.

**Licensing and Certification:** Specified positions may require a valid Nevada Class C Driver's License at time of appointment depending upon the department assigned and the number of work sites for which the individual is responsible.

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

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

### EXAMPLES OF DUTIES

- Gathers and analyzes information regarding departmental systems and requirements and develops or modifies automated systems to fulfill these needs.
- Develops and carries out systems design projects for specific departmental applications.
- Conducts feasibility studies and develops hardware and software specifications and cost requirements.
- Coordinates departmental activities with activities of the centralized mainframe systems staff or staff of other departments; serves as liaison between the department and information systems staff.
- Develops program logic and processing steps; may code programs in COBOL or other appropriate language using structural programming techniques or may modify personal computer ASSEMBLER language and related systems utilities.
- Plans and develops test data to validate new or modified applications; designs input and output forms and documents.
- Plans and directs a client server network system.
- Installs and tests personal computers and network hardware and software; recommends system upgrades and investigates alternatives.
- Troubleshoots hardware and software problems, as needed, for departmental user staff.
- Writes program documentation and user procedures and instructions and instructs departmental staff in using hardware and software applications; conducts training programs and provided one-on-one instruction as required.
- Maintains records and prepares periodic and special reports of work performed.
- Maintains current knowledge of hardware, software and network technology and recommends upgrades to departmental management.
- 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.
- Uses standard office equipment, including a computer, in the course of the work.
- May drive a personal, County or agency motor vehicle in the course of the work or be able to arrange for appropriate transportation in order to visit various departmental work sites and attend meetings.

## 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>