

ADMINISTRATIVE SERVICES OFFICER 1

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Salary ⓘ	\$70,282.08 - \$104,713.20 Annually	Location ⓘ	Carson City
Job Type	Full-Time	Job Number	2026-00423
Department	INDIGENT DEFENSE	Opening Date	02/03/2026
Closing Date	2/11/2026 11:59 PM Pacific	FLSA	Non-Exempt
Bargaining Unit	N/A	Max Number of Applicants	50
Salary Grade	37	Full Physical Address of Position (City, State, Zip)	Carson City, Nevada

DESCRIPTION

BENEFITS

QUESTIONS

THIS RECRUITMENT MAY CLOSE WITHOUT FURTHER NOTICE DEPENDING ON THE NUMBER OF APPLICATIONS RECEIVED. APPLICANTS ARE ENCOURAGED TO APPLY AS SOON AS POSSIBLE

Job Summary

This recruitment is for an Administrative Services Officer 1 (ASO1) for the Indigent Defense Department. This position will provide direction to the agency's fiscal staff and oversee the agency's fiscal operations. Duties will include preparation and maintenance of comprehensive records related to budget, accounting, and fiscal operations. The ASO1 will oversee the review and maintenance of records of attorney claims for fees, and review attorney claims for fees for compliance with Departmental guidelines, policies, and procedures.

Administrative Services Officers function as business managers for a department, large division or major program area, with responsibility for accounting, budgeting and fiscal management. Additional responsibilities are varied and include planning, organizing, coordinating and supervising work in two or more business functions such as purchasing and

warehouse operations; contracts and leases; human resources; Information Technology; buildings and grounds maintenance; facilities management and construction; food and laundry services; investments; vehicle utilization and maintenance; and/or communication equipment and office support services.

Essential Qualifications

Bachelor's degree from an accredited college or university in business administration, accounting, finance or related field and three years of professional experience including two years of responsibility for major business operations/functions such as grants administration, contract and lease administration, purchasing and warehouse operations, human resources, Information Technology or facilities maintenance and construction; and one year of experience formulating, developing and analyzing program or agency budgets and/or conducting statistical/economic data collection, analysis and research involving the application of advanced statistical, mathematical and economic principles and research modeling; OR one year of experience as a Budget Analyst II or Economist II in Nevada State service performing duties as described above; OR two years of experience as a Management Analyst II in Nevada State service performing duties as described above; OR an equivalent combination of education and experience as described above.

Job Duties

Formulate, develop and monitor comprehensive agency and/or program budgets; research and compile information regarding proposed purchases, expenditures and contracts; prepare and present oral and written justifications for budget proposals; compare expenditures against spending authority; approve transactions; develop revenue and expenditure forecasts by analyzing historical fiscal data and trends and assessing program needs.

Plan, organize and oversee agency/program accounting functions; develop, implement and revise policies and procedures related to the collection and disbursement of funds; establish and monitor internal control procedures and reporting processes; oversee the development and enhancement of automated systems used to maintain records and generate reports; prepare, review and distribute financial reports to management and external agencies; assist internal and external auditors by providing requested information.

Work collaboratively with representatives of other State agencies, federal and local jurisdictions, regulatory agencies, vendors, contractors and others in the community to coordinate activities, provide and obtain information, resolve problems, and represent the interests of management.

Analyze and resolve operating and fiscal management problems; prepare, review and evaluate a variety of materials including financial reports, budget status reports, contracts, leases and other documents in order to identify problems and trends, develop solutions, and advise management on alternative courses of action; research and interpret documentation related to assigned functions to determine applicable precedents, regulations and/or administrative guidelines.

Oversee activities related to budget, fiscal management and other assigned areas of responsibility to ensure compliance with applicable laws, regulations, policies, administrative guidelines and standards.

Oversee the preparation and maintenance of comprehensive records related to budget, accounting, fiscal management and other areas of responsibility; develop retention schedules and policies in accordance with legal requirements and State regulations.

Identify, plan, and coordinate capital improvement projects; develop project specifications; evaluate bids; present and defend project proposals and status reports; and monitor construction and repair activities.

Plan, organize and manage programs and activities in assigned areas of responsibility; develop and implement goals and objectives; review and evaluate outcomes and results; assess program effectiveness and propose enhancements to improve efficiency and effectiveness; develop innovative solutions to operational problems; train, supervise and evaluate the performance of other personnel as assigned.

Perform related duties as assigned.

Under general supervision, incumbents manage some or all of the functions described in the series concept. In a large department, division or major program area incumbents typically report to a higher level Administrative Services Officer and are responsible for smaller scale budgets or programs for the agency. Or in a small agency, incumbents manage most of the functions described in the series concept and typically report to a department director or deputy director.

Knowledge, Skills, and Abilities

General knowledge of: budgeting principles and practices; accounting principles and practices.

Ability to: read and interpret financial documents such as statements, budgets, contracts and reports related to business processes; read, interpret and apply rules, regulations and statutes to determine and ensure compliance and provide direction to management and staff; write clear and concise policies, procedures, reports and justifications using correct English grammar, vocabulary, spelling and punctuation; communicate orally to instruct, advise or persuade management, staff and others regarding budget requests, policy interpretation, fiscal status and business operations; train, supervise and evaluate the performance of assigned personnel; establish and maintain cooperative and effective working relationships with management, staff, vendors, auditors and the public; research, organize and analyze data related to budget, fiscal management and business operations; operate a personal computer including spreadsheet, database and word processing software; identify and resolve operating and fiscal management problems; analyze data and formulate logical conclusions and recommendations; exchange ideas, information and opinions with others to define problems, concerns and objectives related to budget, finance, administration and internal controls.

Skill in: mathematical calculations and computer applications sufficient to develop complex

financial and statistical models, prepare financial reports, make fiscal projections and analyze fiscal data.

Recruiter Contact Information: Sonja Grass - SonjaGrass@admin.nv.gov

The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.

Please send direct Inquiries or correspondence to the recruiter listed on this announcement.

Employer

State of Nevada (NV)

Address

See Above for Agency Information

See Above for Posting Location, Nevada, 89701

Website

<https://nvjobs.nv.gov> (<https://nvjobs.nv.gov>)