

NEVADA STATE BOARD OF MEDICAL EXAMINERS

1105 Terminal Way, Suite 301
Reno, NV 89502-2144

Michael J. Fischer, M.D.
Board President

Edward O. Cousineau, J.D.
Executive Director



Nevada State Board of Medical Examiners Position Announcement

Position Title: Administrative Assistant

Location: Las Vegas, NV

Summary

Under direct supervision, performs administrative support functions as assigned and as directed by the Deputy Chief in Las Vegas or the Chief of Investigations in Reno.

This full-time position is eligible for excellent employee benefits, including:

- Pension retirement from the State of Nevada (PERS)
- Full medical, dental and vision benefits
- 11 paid holidays per year
- Paid vacation time
- Paid sick leave

Assigned Responsibilities

- Perform administrative support functions as required on a daily case-by-case basis;
- Maintain inventory of and requisition office supplies;
- Coordinate maintenance and repair of office equipment;
- Open and distribute mail to staff and prepare outgoing mail for post office staff pickup;
- Receive incoming telephone calls from Board members, respondents, physicians, attorneys, medical office staff, government agencies and citizens. Assist and advise them as directed, and/or refer them to the appropriate staff member, as required.
- Greet and assist office visitors as directed and/or refer them to the appropriate staff member, as required.
- Provide administrative support as required at Board meetings and Committee meetings;
- Maintain file room, library, kitchen, workroom, conference room and office supply areas;

- Assist in the preparation of reports; data entry; make travel, lodging and boarding pass arrangements for staff as needed;
- Other specialized duties as directed.

Minimum Qualifications

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to maintain confidentiality of information, which includes familiarity with the Board's licensing and disciplinary software program to prevent distribution of any inaccurate information which could harm the reputation of any licensee of the Board;
- Ability to work accurately and rapidly with names, numbers, codes and symbols;
- Knowledge of and ability to utilize computer applications;
- Ability to interpret written and oral instructions.
- Ability to learn and apply established regulations and procedures;
- Ability to communicate effectively with the general public;
- Ability to maintain pleasant demeanor as telephone and in-person receptionist for Board offices.

TRAINING AND EXPERIENCE:

- Graduation from high school, one (1) year clerical experience and a demonstrable working knowledge of computer software systems.

LICENSES AND CERTIFICATES:

- Hold or be able to acquire a valid Nevada driver's license.

How to apply

All applicants who meet the minimum qualifications are eligible to apply for this position. Please forward you resume and cover letter to:

Todd Rich

trich@medboard.nv.gov

Applications will be accepted until recruitment is satisfied.

The Nevada State Board of Medical Examiners is an equal opportunity employer.