

**NEVADA STATE BOARD OF MEDICAL EXAMINERS**

9600 Gateway Drive  
Reno, NV 89521

Rachakonda D. Prabhu, M.D.  
*Board President*



Edward O. Cousineau, J.D.  
*Executive Director*

July 10, 2018

Unclassified Position Announcement  
Open Competitive

**Position Title:** Full-time Assistant to the Executive Director, Deputy Executive Director and General Counsel

**Gross Salary:** \$38,000 minimum, plus benefits; salary dependent upon experience and competency

**Location:** Reno, NV.

**Position:** Unclassified position entitled to standard state benefits; serves at the will of the Nevada State Board of Medical Examiners. The position is funded through professional licensing fees.

**Summary of Duties:** The Nevada State Board of Medical Examiners has an opening for a full time Assistant to the Executive Director, Deputy Executive Director and General Counsel. Under general direction of the Executive Director, the Assistant provides support to the Management and Legal Divisions of the Nevada State Board of Medical Examiners. Responsibilities include:

- Perform administrative support functions as required on a case-by-case basis;
- Perform research as directed, prepare appropriate research reports, and maintain research files;
- Serve as backup to Administration, tasks to include but not limited to: mail runs, phone (which includes providing *public* information concerning the Board's licensees to requesting callers), mail distribution, and logistics;
- Provide administrative support to the Executive Director as required at Board meetings;
- Book Travel and Conference arrangements for the Executive Director and Board members as assigned;
- Maintain Executive Director's calendar as assigned, and notify Executive Director of appointments;
- Provide support to the Deputy Executive Director, as assigned, which duties may include, but are not limited to:
  - Assist in the regulation process as directed. Assist in scheduling and preparation of materials for regulation workshops and hearings. Maintain and follow appropriate legislative timelines;
  - Assist in the calendaring, filing, and management of litigation in which the Board is a party.

- Assist with drafting correspondence and pleadings.
- Provide support to the Legal Division on a regular basis, which duties may include:
  - Proofread and format legal documents;
  - Organize legal files, oversee filing of legal documents in Board legal file, serve legal documents as directed, prepare certificates of service; calendar deadlines for disciplinary cases and court cases;
  - Assist in hearing preparation as directed, including organizing, redacting, and other preparation of materials for hearings and pre-hearings; make necessary arrangements for hearings, pre-hearing conferences, early case conferences and other legal proceedings as needed;
  - Prepare and disseminate adjudication packets for Board members on disciplinary cases and provide needed legal documents on miscellaneous matters for Board consideration;
  - Assist with phone, mail and electronic mail communications relevant to Legal Division as directed;
  - Disseminate and track statutorily required fingerprint information on disciplinary matters;
  - Facilitate documentation for appointment of hearing officers in disciplinary matters; act as liaison with appointed hearing officers and provide necessary documents; disseminate all complaints and filed documents to all parties; assist with scheduling and provide other services as needed;
  - Assist with maintaining current knowledge of assigned caseloads and status of cases; keep timely and accurate lists of all cases, maintain databases for tracking of cases; track case timelines; send out update letters to citizen complainants;
  - Perform other related and/or specialized duties as assigned.

**Minimum Education and Licenses Required:** High school diploma or equivalent and at least two years of clerical and legal assistant experience. Applicants must possess a valid Nevada driver's license.

**Preferred Experience:** Minimum of four (4) years of clerical and legal assistant experience in the area of administrative law. Experience related to administrative hearings is preferred.

**Skills Required:** Applicant must have the ability to act independently after direction from the Executive Director, Deputy Executive Director and General Counsel. The applicant must be able to maintain confidentiality of information, which includes familiarity with the Board's licensing and disciplinary software programs to prevent distribution of any inaccurate information. The applicant must have demonstrated public relations skills. The applicant must have the ability to work accurately and rapidly under deadlines, and to learn and apply established procedures.

*This position announcement lists the major duties and requirements of the job and is not all-inclusive. The successful applicant will be expected to perform additional job-related duties and may be required to have or develop additional specific job-related knowledge and skills.*

Interested applicants must submit a cover letter, resume and two (2) professional references by **Friday, July 20, 2018**, to:

Nevada State Board of Medical Examiners  
Attn: Jasmine Mehta, Deputy Executive Director  
9600 Gateway Drive  
Reno, Nevada 89521  
[jmehta@medboard.nv.gov](mailto:jmehta@medboard.nv.gov)