

# 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:** Deputy General Counsel, 32 hours per week.

**Annual Salary:** \$72,000

**Location:** Reno, NV. Occasional travel throughout Nevada is required.

This 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

### **Summary of Duties**

The Nevada State Board of Medical Examiners has a current opening for a part time (32 hours per week) Deputy General Counsel position. Under general direction of the General Counsel, Executive Director and Deputy Executive Director, the Deputy General Counsel provides legal representation and advice as required by the Board. Responsibilities include:

- Prosecute licensees in administrative disciplinary hearings brought by the Investigative Committees and/or Board;
- Represent the Board in administrative hearings to which the Investigative Committee/Board is a party;
- Provide legal advice to the Board, officers and staff of the Board, including when the Board is in formal session;
- Act as legal counsel to the Investigative Committees, License Application and Malpractice Review Committee, Executive Committee, and any other committee which may be created by the Board as directed by the General Counsel;
- Attend meetings of professional organizations as approved and directed by the Executive Director or Board;
- Represent the Board, its officers and staff in lawsuits in state and federal courts;

### **Minimum Education and Licenses Required**

Graduation from an accredited law school. Applicants must possess a valid Nevada driver's license and must be admitted to and in good standing with the Nevada State Bar and the United States District Court for the State of Nevada.

### **Preferred Experience**

Five (5) years of legal experience in the area of administrative law is preferred. Experience related to the prosecution and/or defense of administrative matters of health care professionals at state and federal levels is preferred. Applicants should have a working knowledge of the Nevada civil and criminal statutes, constitutional law, Nevada Rules of Professional Conduct, Nevada rules of evidence and local court rules.

### **Skills Required**

Applicant must have the ability to act independently after direction from the General Counsel or Executive Director in all legal matters in which the Board is represented. The applicant must be able to maintain confidentiality of information, have demonstrated public relations skills, and have the ability to travel as required.

*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 to:

Nevada State Board of Medical Examiners  
Attn: Robert Kilroy, General Counsel  
1105 Terminal Way, Suite 301  
Reno, Nevada 89502  
[rkilroy@medboard.nv.gov](mailto:rkilroy@medboard.nv.gov)

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