

**NEVADA STATE BOARD OF MEDICAL EXAMINERS**

1105 Terminal Way Ste 301  
Reno, NV 89502-2144

Michael J. Fischer, M.D.  
*Board President*



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

July 3, 2017

## **Position Announcement**

**Position Title:** Legal Assistant

**Salary & Benefits:** \$35,000 to \$50,000 on the Employer Paid Retirement schedule; starting salary dependent upon experience and competency.

This position is eligible for excellent employee benefits, including:

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

**Position:** Full-time position reporting to the Reno office of the Nevada State Board of Medical Examiners.

**Summary of Duties:** Under general direction of the General Counsel and Deputies General Counsel, the Legal Assistant provides support to the Legal Division of the Nevada State Board of Medical Examiners. Responsibilities include:

- Proofread and format all legal documents in accordance with jurisdictional requirements; assist with drafting of documents and letters as needed;
- Provide clerical assistance to legal counsel as needed and directed, including travel arrangements, scheduling of appointments, scanning records and other duties as directed;
- Initiate and 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;
- Process and file documents with appropriate courts in accordance with court procedures;
- Assist in compiling, redacting, organizing and other preparation of materials for hearings and pre-hearings as directed;
- Make any necessary arrangements for hearings, pre-hearing conferences, early case conferences and other legal proceedings as needed;
- Compile, prepare and disseminate adjudication packets for Board members on disciplinary cases and provide needed legal documents on miscellaneous

- matters for Board consideration;
- Assist with legal research as needed. Handle phone, mail and electronic mail communications relevant to Legal Division as directed;
  - Disseminate and track statutorily required fingerprint information on disciplinary matters;
  - Assist in the regulation process as directed by the Deputy Executive Director. Assist in scheduling and preparation of materials for regulation workshops and hearings. Maintain and follow appropriate legislative timelines;
  - Facilitate documentation for appointment of hearing officers in disciplinary matters; act as liaison with appointed hearing officers and provide necessary documents; assist with scheduling and provide other services as needed;
  - Maintain current knowledge of assigned caseloads and status of cases; keep timely and accurate lists of all cases, including hearings and other pending matters; maintain databases for tracking of cases; track case timelines; send out update letters to citizen complainants;
  - Disseminate all complaints and filed documents to all parties until the legal matter is adjudicated, dismissed or settled;
  - Take outgoing mail to post office and pick up incoming mail from post office;
  - Perform other related and/or specialized duties as assigned.

**Minimum Education and Licenses Required:** High school diploma or equivalency, and a minimum of two years of legal assistant experience. Applicants must possess a valid Nevada driver's license. Five years of legal assistant experience in the area of administrative law is preferred. Experience related to administrative hearings is preferred.

**Skills Required:** Applicant must have the ability to act independently after direction from the Legal Division or Executive Director in all legal matters in which the Board is represented. The applicant must be able to maintain confidentiality of information and have demonstrated public relations skills.

*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: Todd Rich, Deputy Executive Director  
1105 Terminal Way, Suite 301  
Reno, Nevada 89502  
trich@medboard.nv.gov

*Applications will be accepted until recruitment is satisfied.*