

NEVADA STATE BOARD OF MEDICAL EXAMINERS

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Reno, NV 89502-2144

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Executive Director



Nevada State Board of Medical Examiners Position Announcement

Position Title: License Specialist

Location: Reno, NV

Summary

The Nevada State Board of Medical Examiners (Board) is searching for a License Specialist for our Reno, NV office. This position is responsible for assisting individuals in obtaining and renewing licenses for the following professions: Physicians, Physician Assistants, Respiratory Care Practitioners and Perfusionists. The Board is looking for candidates that can provide excellent customer service while working in a fast-paced environment. Candidates need to be detail orientated and possess strong interpersonal skills.

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

The salary range for this position is \$40,000 to \$55,000 on the PERS employer compensation schedule.

Assigned Responsibilities

- Advise applicants and licensees, as applicable, of licensure requirements and make initial determination of eligibility for licensure or renewal of licensure;
- Process all licensing matters required by statute and regulation for applicants and licensees for all Board licensee types;
- Prepare and process correspondence;
- Prepare, maintain and process application and licensure files;

- Prepare statistical and other reports relating to licensing;
- Track legislatively mandated information;
- Other specialized duties as assigned.

Knowledge, Skills and Abilities

- Ability to interact effectively at a high level with applicants, licensees, the public and other government agencies;
- Ability to learn complex licensing requirements and procedures;
- Ability to maintain confidentiality of information;
- Ability to act independently when appropriate;
- Ability to learn and apply established procedures;
- Ability to work accurately and rapidly with names, numbers and acronyms;
- Ability to utilize computer software programs;
- Ability to work under pressure and meet deadlines;
- Ability to interpret written and oral instructions;
- Ability to travel as required.

Education, Training and Experience

A Bachelor's Degree from an accredited college or university, or four years of equivalent experience in a related field can be substituted.

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:

trich@medboard.nv.gov

Applications will be accepted until recruitment is satisfied.

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