

# 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



## **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 Employer Paid Retirement 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.

*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.*

## **How to apply**

Interested applicants must submit a cover letter, resume and two (2) professional references to:

Nevada State Board of Medical Examiners  
Attn: Lynnette Daniels, Chief of Licensing  
9600 Gateway Drive  
Reno, Nevada 89521  
[lldnsbme@medboard.nv.gov](mailto:lldnsbme@medboard.nv.gov)

Applications will be accepted until recruitment is satisfied.

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