

NEVADA STATE BOARD OF MEDICAL EXAMINERS

9600 Gateway Drive
Reno, NV 89521

Victor M. Muro, M.D.
Board President

Edward O. Cousineau, J.D.
Executive Director



Nevada State Board of Medical Examiners Position Announcement

Position Title: Administrative Assistant – Investigations Division

Location: Las Vegas, NV

Summary

The Nevada State Board of Medical Examiners (Board) is searching for an Administrative Assistant for our Las Vegas, NV office. The Board is looking for candidates that can provide excellent customer service while providing administrative support in a fast-paced environment to the Investigations Division. Candidates need to be detail-oriented and possess strong computer and interpersonal skills, to include a positive attitude.

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 for this position is \$35,000 on the Employer Paid Retirement schedule.

• **Knowledge, Skills, and Abilities**

- Understanding of public relations and ability to interact effectively and professionally with Board members, Board licensees, and the public;
- Ability to maintain pleasant demeanor as telephone and in-person receptionist for Board office;
- Knowledge of and ability to utilize computer applications;
- Ability to maintain confidentiality of information, which includes familiarity with the Board's licensing and regulatory software program to prevent distribution of any inaccurate information which could harm the reputation of any licensee of the Board;
- Ability to work accurately and rapidly with names, numbers, codes and symbols;
- Ability to interpret written and oral instructions;

- Ability to requisition and maintain inventory of office supplies and coordinate maintenance and repair of office equipment;
- Ability to make travel arrangements for Board personnel, as required;
- Ability to lift a minimum of 25 pounds;
- Ability to drive State Motor Pool vehicles to run occasional Board-related errands, as required.

Education, Training and Experience

Graduation from high school, with at least one (1) year of clerical experience and a working knowledge of computer software systems.

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.

Licenses and certificates

Hold or be able to acquire a valid Nevada driver's license.

How to apply

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

Nevada State Board of Medical Examiners
Attn: Ernesto Diaz, Chief of Investigations
9600 Gateway Drive
Reno, Nevada 89521
ediaz@medboard.nv.gov

In your cover letter, please indicate how you heard about the position. If you heard about this position through a website, please indicate which website. Applications will be accepted until the position is filled.

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