

NEVADA STATE BOARD OF MEDICAL EXAMINERS

9600 Gateway Drive
Reno, NV 89521

Aury Nagy, M.D.
Board President

Edward O. Cousineau, J.D.
Executive Director



Nevada State Board of Medical Examiners Position Announcement

Position Title: Legal Assistant
Location: Reno, NV

Summary

The Nevada State Board of Medical Examiners (Board) is searching for a Legal Assistant. This position organizes and administers legal files for all disciplinary cases and other legal matters and provides legal administrative support to the Legal Division, Executive Director and Deputy Executive Director as assigned.

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 depending on experience up to \$47,000 on the Employer Paid Retirement schedule or \$55,000 on Employee/Employer Paid Retirement schedule.

Assigned Responsibilities

- Proofread and format all legal documents in final format 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;
- Assist in the regulation process as directed. Assist in scheduling and preparation of materials for regulation workshops and hearings. Maintain and follow appropriate legislative timelines;
- Send and track statutorily required fingerprint information on disciplinary matters;
- Maintain current knowledge of assigned caseloads and status of cases; keep timely and accurate lists of all cases, including hearings and other pending matters; draft and send correspondence on behalf of legal division.

- Assist with legal research as needed. Handle phone, mail and electronic mail communications relevant to Legal Division as directed;
- Compile, prepare and disseminate adjudication packets for Board members on disciplinary cases and provide needed legal documents on miscellaneous matters for Board consideration;
- Make any necessary arrangements for hearings, pre-hearing conferences, early case conferences and other legal proceedings as needed;
- Assist in compiling, redacting, organizing and other preparation of materials for hearings and pre-hearings as directed;
- Take outgoing mail to post office and pick up incoming mail from post office as needed;
- Disseminate all complaints and filed documents to all parties until the legal matter is adjudicated, dismissed or settled;
- 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;
- Initiate and organize legal files, oversee filing of legal documents in Board legal file, serve legal documents as directed, prepare certificates of service;
- Process and file documents with appropriate courts in accordance with court procedures;
- Perform other related and/or specialized duties as assigned.

Knowledge, Skills, and Abilities

- Ability to maintain confidentiality of information;
- Ability to communicate effectively;
- Ability to work independently;
- Knowledge of and ability to efficiently use computer programs;
- Knowledge of or ability to acquire a working knowledge of NRS and NAC 630 and other provisions regulated by the Board;
- Knowledge of or ability to acquire ability to effectively use electronic filing systems of judicial courts;
- Knowledge of or ability to acquire and maintain knowledge of the regulation process;
- Ability to work overtime as needed;
- Maintain excellent organization skills;
- Ability to travel as required.

Education, Training and Experience

- High school diploma or equivalent and at least two years of administrative assistant experience.
- Extensive experience as an administrative assistant, Bachelor's Degree or Paralegal Certificate and working knowledge of administrative law preferred.

License and Certificate

- 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: Deonne E. Contine, General Counsel
9600 Gateway Drive
Reno, Nevada 89521
dcontine@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.

Telephone 775-688-2559 Fax 775-688-2321 <https://medboard.nv.gov/> nsbme@medboard.nv.gov