

NEVADA STATE BOARD OF MEDICAL EXAMINERS

9600 Gateway Drive
Reno, NV 89521

Nick M. Spirtos, M.D., F.A.C.O.G.
Board President

Edward O. Cousineau, J.D.
Executive Director



Nevada State Board of Medical Examiners Position Announcement

Position Title: Senior Administrative Assistant
Location: Reno, NV

Summary

The Nevada State Board of Medical Examiners (Board) is searching for a Senior Administrative Assistant to join our Administrative Team. The ideal candidate is an exceptionally organized and experienced professional with a positive, solutions-oriented attitude who can seamlessly manage shifting priorities with accuracy.

This position is eligible for excellent employee benefits, including:

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

The salary for this position, depending on experience, is \$55,000 - \$60,000 on the Employer Paid Retirement schedule.

Responsibilities Include

- **Board Meeting Administration:** Coordinate end-to-end Board meeting logistics, including preparing and disseminating agendas and materials via meeting management software, setting up conference rooms, recording proceedings, taking notes, and drafting action-item lists and formal minutes.
- **Website & Content Management:** Post approved documents, updates, and information to the website, assist with digital document remediation, and assist with publication of the Board's newsletters.
- **State & Regulatory Reporting:** Extract, compile and submit required data and compliance reports (weekly, bi-monthly, quarterly, bi-annually, and annually) to external agencies using database software.
- **Document Publications:** Maintain accurate Board member and staff contact directories, prepare quarterly newly licensed lists, generate public licensee lists, and compile updated Board Statutes and Regulations booklets following legislative changes.

- **Financial & Record-Keeping Support:** Perform daily general accounts receivable duties and manage the archiving and retention of historical Board materials and Investigation Division files.
- **Cross-Divisional Clerical Support:** File-stamp documents, review letters of verification for accuracy, prepare and scan files for various divisions, and manage conference room reservations for hearings and meetings.
- **Office Coverage:** Serve as the primary backup for front desk reception operations and perform other specialized duties as assigned.

Knowledge, Skills, and Abilities

- Ability to maintain confidentiality of information.
- Ability to communicate effectively.
- Ability to work independently and meet deadlines.
- Ability to learn and apply established procedures.
- Knowledge of and ability to efficiently use computer programs, including but not limited to Word, Excel, Outlook, and Adobe Professional.
- 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 and maintain knowledge of the regulation process.
- Maintain excellent organization skills.

Education, Licensing and Experience

- High school diploma or equivalent and at least three (3) years' experience as an administrative assistant and/or legal assistant.
- Hold or be able to acquire a valid Nevada driver's license.

How to Apply

Please send your resume and two (2) professional references to: Rachelle Sanders, Senior Finance Assistant, sandersr@medboard.nv.gov, with the subject line: 2026 Senior Administrative Assistant. 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 medboard.nv.gov