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CHIROPRACTIC PHYSICIANS' BOARD OF NEVADA

4600 Kietzke Lane, M-245
Reno, Nevada 89502-5000
Fax (775) 688-1920

Telephone (775) 688-1921
Website: <http://chirobd.nv.gov>

Email: chirobd@chirobd.nv.gov

INVESTIGATOR POSITION OPENING

The Chiropractic Physicians' Board is looking for an Investigator on an as needed basis to investigate complaints received by the Board against chiropractors and chiropractor's assistants. Complaints consist of a variety of areas, however the majority, being fraud and sexual misconduct. The candidate should have analytical, research, and investigative skills.

Responsibilities

- Conduct objective, fair, thorough, and timely investigations.
- Review and research evidence/documents to analyze the overall complaint and produce a professional report with recommendations
- Coordinate with the Investigating Board Member (IBM), Executive Director, and the Board's legal counsel regarding the intent, progress, legal basis, and all other matter related to an investigation
- Manage and prioritize a varied case load effectively and efficiently.

Requirements

- Proven working experience in related field(s)
- Strong interpersonal and communication skills
- Ability to work independently
- Good organizational skills needed to manage a number of cases
- Display good interviewing skills
- Draft concise, precise, and accurate reports.

The location and salary of this position is to be determined. Applications will be accepted until December 31, 2017.

Please submit your cover letter to include how you became aware of the position, resume and cost proposal, attention to Julie Strandberg, Executive Director to chirobd@chirobd.nv.gov or to Chiropractic Physicians' Board of Nevada, 4600 Kietzke Lane, Suite M245, Reno, NV 89502.