

# Nevada State Board of Dental Examiners



6010 S. Rainbow Blvd., Bldg. A, Ste.1 • Las Vegas, NV 89118 • (702) 486-7044 • (800) DDS-EXAM • Fax (702) 486-7046

## Unclassified Position Announcement

### **Nevada State Board of Dental Examiners**

**Position Title:** Deputy General Counsel

**Position Status:** Full-time

**Gross Salary:** Depending on experience, the salary range is:

\$77,000.00 to \$82,000.00

**Location:** Las Vegas. Travel throughout Nevada is required.

**Position:** Unclassified position entitled to standard state benefits; serves at the will of the Nevada State Board of Dental Examiners. The position is funded through professional licensing fees.

**Position Summary/Scope of Work:** Report to the Nevada State Board of Dental Examiners, this unclassified position is responsible for prosecuting licensees who violated the statutes and/or regulations and provide counsel to staff. Duties include prepare and argue written pleadings and briefs, legal research, process investigative complaints, conduct informal and formal hearings relative to licensed dentists and dental hygienists, written pleadings, briefs and hearings in District Court cases for illegal practice of dentistry. This position requires the use of standard office equipment, ability to communicate in person and over the telephone. Further, position may have direct supervisory responsibilities over a legal assistant. May not work for another employer or be in private practice.

**Minimum Education & Licenses Required:** Graduation from an accredited four year college or university and graduation from an accredited law school. Applicants must possess a valid Nevada driver's license at the time of appointment and must be admitted to and in good standing with the Nevada State Bar of Nevada, Nevada Federal District Court and admitted to the Federal Ninth Circuit Court of Appeals.

**Preferred Experience:** Minimum of three (3) years of legal experience in the area of administrative law related to the prosecution and/or defense of administrative matters of health care professionals at state and federal levels. The applicant's legal

background should also include drafting and reviewing contracts. Applicant should also have experience in representing administrative agencies before regulatory bodies and the Nevada Legislature. Applicants should have a working knowledge of the Nevada civil and criminal statutes, Nevada Rules of Professional Conduct, Nevada rules of evidence, local court rules and Nevada Rules of Appellate Procedure and Constitutional law.

**Skills Required:** Applicants must be skilled in verbal and written communications, planning, computer software, prioritizing and executing deadlines without need for supervision. Applicants must be highly professional, well organized and self-motivated.

**Note:** *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.*

Interested applicants must submit their cover letter, application, and a list of professional references no later than **September 18, 2019** to:

Nevada State Board of Dental Examiners  
6010 S Rainbow Boulevard, Suite A1  
Las Vegas, Nevada 89118  
FAX: (702) 486-7046  
Email: [nsbde@nsbde.nv.gov](mailto:nsbde@nsbde.nv.gov)



# Nevada State Board of Dental Examiners

## Employment Application

### Deputy General Counsel Position – Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*  
\_\_\_\_\_  
*City State ZIP Code*

Phone: (     )     E-mail Address: \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: **Full-time Deputy General Counsel**

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked for this company? YES ☐ NO ☐ If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES ☐ NO ☐

If yes, explain: \_\_\_\_\_

### Education

Undergraduate  
College/University:

Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES ☐ NO ☐ Degree: \_\_\_\_\_

Law  
School/College:

Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES ☐ NO ☐ Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES ☐ NO ☐ Degree: \_\_\_\_\_

### Law License

*Please list all states where you have been issued a law license and license information:*

State: \_\_\_\_\_ License  
Number: \_\_\_\_\_

Issue Date: \_\_\_\_\_ License Status (Active, Inactive, etc.): \_\_\_\_\_ Is the license in good standing: Yes or No

State: \_\_\_\_\_ License  
Number: \_\_\_\_\_

Issue Date: \_\_\_\_\_ License Status (Active, Inactive, etc.): \_\_\_\_\_ Is the license in good standing: Yes or No

State: \_\_\_\_\_ License  
Number: \_\_\_\_\_

Issue Date: \_\_\_\_\_ License Status (Active, Inactive, etc.): \_\_\_\_\_ Is the license in good standing: Yes or No

### Employment History

Company:

Phone: (     )

Address:

Supervisor:

Job Title:

Responsibilities:

From:

To:

Reason for Leaving:

May we contact your previous supervisor for a reference?

YES  
☐

NO  
☐

Company:

Phone: (     )

Address:

Supervisor:

Job Title:

Starting Salary: \$

Ending Salary: \$

Responsibilities:

From:

To:

Reason for Leaving:

May we contact your previous supervisor for a reference?

YES  
☐

NO  
☐

Company:

Phone: (     )

Address:

Supervisor:

Job Title:

Starting Salary: \$

Ending Salary: \$

Responsibilities:

From:

To:

Reason for Leaving:

May we contact your previous supervisor for a reference?

YES  
☐

NO  
☐

### Military Service

Branch:

From:

To:

Rank at Discharge:

Type of Discharge:

If other than honorable, explain:

### Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_