



# NEVADA STATE BOARD OF COSMETOLOGY

*Las Vegas Office*  
1785 E. Sahara Avenue, Suite 255  
Las Vegas, Nevada 89104  
702.486.6542

*Reno Office*  
4600 Kietzke Lane-Building 0, Suite 262  
Reno, Nevada 89502  
775.688.1442

[www.cosmetology.nv.gov](http://www.cosmetology.nv.gov)

## **Nevada State Board of Cosmetology**

### **Unclassified Position Announcement**

#### **Inspector I or II**

#### **Recruitment:**

The Nevada State Board of Cosmetology is seeking qualified applications for a full-time Inspector I or II position located in the Las Vegas area.

#### **Cover Letter, Resume, and Applications:**

Resumes with cover letters will be accepted until 5:00pm, **December 31, 2016**. Application forms may be obtained from the Las Vegas or Reno office or the Board's website at:

[www.cosmetology.nv.gov](http://www.cosmetology.nv.gov).

#### **Education, Experience, and Other Information:**

1. Bachelor's degree from an accredited college or university with a major in law, criminal justice, health administration, public administration, business administration, police science or closely related field or related to infection prevention training/education; one year experience in a program area where standard inspection/investigative techniques were utilized to make program compliance determinations, preparing detailed reports for the purpose of justifying administrative sanctions, penalties or judicial prosecution. Determinations are based on evidence observed and/or collected, applying laws, rules or regulations and thorough analysis and verification of data. Work experience may be obtained in a law enforcement, investigative, regulatory or comparable setting; OR
2. High school graduation or equivalent GED; AND
3. An equivalent combination of education and experience in which the applicant has demonstrated possession of the necessary knowledge, skills and abilities.
4. Nevada driver's license (required).
5. Bilingual (English and Spanish/Vietnamese) is preferred, but not a requirement.
6. Basic knowledge or experience using Android-based smartphone/tablet.

#### **Approximate Annual Salary & Benefits:**

The salary grade and step range is 25-4 (\$35,078.40) to 25-9 (\$43,179.84). The starting salary is based on direct and indirect experience related to this position and additional qualifications.

Medical, Life, Dental and Vision insurance programs are available; paid vacation (10 hours) and sick (10 hours) leave is accrued monthly; retirement plan (PERS), mileage reimbursement paid bi-monthly, Android smartphone, four (4) day work week, and other available benefits.

## **Responsibilities:**

1. Inspection Services
  - a. Conduct routine inspection of cosmetology salons by performing licensing and infection prevention inspections on an Android smartphone.
  - b. Communicate and explain statutes and codes during inspections as needed.
  - c. Enforce statutes and regulations pertaining to NRS 644 and NAC 644.
  - d. Communicate and explain infection prevention procedures to promote consumer safety as needed.
  - e. Conduct salon opening and compliance review inspections as required.
  - f. Conduct consumer complaint investigations as required.
  - g. Review current NRS laws and NAC regulations to assist in any required revisions.
2. Travel
  - a. Responsibilities require travel within and outside of the State.
  - b. Shall have a personal vehicle that is used for conducting inspection responsibilities.
  - c. Shall provide the Board with a copy of a current auto insurance policy covering the automobile that is being used in conducting the Board activities. The documents shall note the coverage being provided by the insurance company.
  - d. Shall maintain automobile insurance compliant with the State's minimum required coverage or more for property damage, personal injury and liability.
3. Miscellaneous
  - a. Performs other duties as deemed necessary and appropriate or required by the Executive Director or Deputy Executive Director, statute or regulation.

## **Knowledge, Skills, and Abilities:**

Ability to read, understand, and apply laws and regulations; knowledge or the desire to learn about infection control and prevention best practices; maintain good working relationships with other governmental enforcement agencies, governmental officials, and the general public; and the ability to think through the consequences of a decision prior to making it.

## **Submit Cover Letter, Resume and Application to:**

Andrew Helms, Chief Financial Officer

EMAIL:

[Andrew@nvcosmo.com](mailto:Andrew@nvcosmo.com)

ADDRESS:

Inspector I or II Position  
State of Nevada Board of Cosmetology  
1785 E. Sahara Suite 255  
Las Vegas, NV 89104