



Email: nvmessagebd@state.nv.us
Website: <http://massagetherapy.nv.gov>

**Nevada State Board
of Massage Therapists**
1755 E. Plumb Lane Suite 252
Reno, NV 89502
Reno Phone (775) 687-9955
Las Vegas Phone (702) 486-2212
Fax (775) 786-4264

Compliance Officer/Investigator I (Unclassified)

Location: Reno

Pay Grade: 30

Salary Range: \$36,915 to \$54,204

Under general supervision of the Executive Director, is responsible for all investigative, law enforcement and program related activities of investigations conducted in the Northern Nevada Area, assist with any investigations in Southern Nevada.

Conduct day to day field inspections for sanitation compliance/enforcement activities of all massage establishments in the Northern Nevada Region and assist with any inspections in the Southern Nevada Region when necessary.

Compile all reports as needed to present at Board Meetings.

Testify at Board Meetings.

Perform research to identify program needs, implement new procedures, develop written proposals and present to Executive Director; submit requests for procedural changes in order to improve compliance and enforcement techniques.

Conduct internet research for unlicensed activity in Nevada.

Respond to public or industry complaints or requests by answering questions and providing information.

Work directly with the Executive Director to assist local jurisdictions, Business Representatives, Judicial System and Law Enforcement Agencies regarding complaint resolution, regaining compliance.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL NOTES AND REQUIREMENTS:

- * Pursuant to NRS 640C., all positions in this class have been identified as affecting public safety.
- * Applicants must possess a valid driver's license at the time of employment and throughout employment.

EDUCATION AND EXPERIENCE: A Bachelor's degree from an accredited college or university with major course work in Criminal Justice, Political Science, Psychology, Business Administration or closely related field and four years of investigative and/or law enforcement experience where standard investigative and enforcement techniques were utilized to make program compliance determinations, enforcement of state and federal law, preparation of detailed reports for the purpose of justifying administrative actions, penalties or criminal prosecution. Determinations are based on evidence collected, applying laws, rules or regulations and thorough analysis and verification of data. Work experience may be obtained in Law Enforcement, Investigative, Regulatory Agency, program related or comparable setting; **OR** high school graduation or equivalent (GED) and six years of Investigative or Law Enforcement experience as outlined above; **OR** two years as a Compliance/Enforcement Investigator III in Nevada State service; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES

(Required at time of application)

Knowledge of: Rules of Evidence, rights of citizens, general law enforcement. Record keeping practices and procedures. Agency policies and procedures and federal laws that pertain to the investigative and enforcement activities. All office software and office machines (Excel, Word, Outlook, Phone, Fax and Postage Machine)

Ability to: Gain the respect of others; negotiate and formulate complaint resolution; explain methods and requirements for compliance with agency policy; assist in the development of division goals, objectives, operating policy and procedure. Maintain cooperative working relationships with Law Enforcement Agencies, Government Officials, the Judicial System, and Licensees.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

To Apply: Mail resume' to NSBMT Attn: Lisa Cooper, 1755 E. Plumb Lane Suite 252, NV 89502 or
Email to locooper@lmt.nv.gov.

Position will remain open until filled.