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JULIE STRANDBERG  
*Executive Director*

### 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](mailto:chirobd@chirobd.nv.gov)

Non-Classified Position  
Receptionist/Licensing Specialist

#### Position:

Full-time under the supervision of the Executive Director, the receptionist/licensing specialist serves as the initial contact with the public and the profession at the front desk and by phone, performs all functions relating to receiving and processing applications, scheduling and proctoring candidate examinations, receiving and processing renewal applications, receiving and processing applications for continuing education approval, and performing clerical duties as assigned or needed including handling and maintaining confidential files.

#### Assigned Responsibilities:

- General office duties that include receiving, screening and directing telephone calls, faxing, copying, processing mail, filing, and dealing with the public and profession at the front counter; respond to telephone requests for filing complaints, license verifications, requests for applications and other forms;
- Order office supplies, maintain postage meter and copier, monitor and ensure all equipment is functional and arrange for service or repair when necessary;
- Assist with preparation and mailing of Board publications;
- Schedule examinations, reserve exam rooms and proctor exams;
- Serve as liaison with GL Solutions as needed for maintenance and updating of licensure system and the agency website; update and maintain agency forms and post on website;
- Review and process applications for licensure and certification to ensure accuracy of information and input applicant data into licensure database (GL Solutions);
- Communicate with applicants through the completion of licensure/certification process;
- Print new license/certificates and mail to successful candidates, and create a hard copy file for each individual licensee and certificate holder;
- Prepare and mail license/certificate renewal applications; review and process renewal applications and input data into licensure system; print and mail renewal certificates;

- Process continuing education applications for CE Committee review and issue approval/denial letters and maintain list of approved CE seminars on the Boards' website; input individual CE attendance data into licensure system;
- Perform other duties as deemed necessary and appropriate by the Executive Director or as required by statute or regulation.

**Minimum Qualifications:**

Ability to attain working knowledge of all applicable Nevada Revised Statutes and Nevada Administrative Codes relating to chiropractic and the activities of the Chiropractic Physicians' Board; administrative support functions; recordkeeping techniques; telephone etiquette; organization of clerical assignments and establishment of appropriate timelines; effective communication both oral and in writing, including good working relationships with licensees and the general public; standard office procedures, practices and methods; experience using word and excel software; data entry techniques; confidentiality rules and protocols.

**Education/Experience:**

Graduation from high school or equivalent education and five years of clerical experience, three of which were performing progressively responsible office work with public contact. Experience with GL Solutions or a similar database preferred.

**Compensation:**

This is a non-classified position and pays \$15.00 - \$25.00 per hour based on a 40-hour week; hours are 8:00 AM to 5:00 PM with an hour lunch. Full state benefits include paid holidays, twelve days per year of sick leave and annual leave, state retirement (PERS) and state health benefits package (PEBP).

**To apply, send resume via:** E-mail to: [chirobd@chirobd.nv.gov](mailto:chirobd@chirobd.nv.gov)

Or mail to: Chiropractic Physicians' Board of Nevada  
Attn: Julie Strandberg  
4600 Kietzke Lane, Suite M245  
Reno, NV 89502