



Nevada State Board of Dispensing Opticians

4790 Caughin Parkway #241, Reno, NV 89509

Phone: 775-689-0132; Fax: 775-689-0133

Email: info@nvopticians.org; Website: nvbdo.nv.gov

Position: Workplace Inspector (Non-classified Employment)

Compensation: \$18/hour plus mileage

Location: Positions available in the Northern and Southern Nevada regions

Roles and Responsibilities

- Know the Nevada laws and regulations pertaining to ophthalmic dispensers and retailers
- Travel to dispensing retail locations in the appropriate region to perform routine workplace inspections
- Complete and submit reports to the board office detailing the results of inspections
- Prepare and submit complaints to the board office regarding violations that are found
- Perform such inspection and investigations as may be assigned by the board office regarding suspected or potential violations
- Testify at board hearings resulting from inspections and investigations

Minimum Qualifications

- High School Diploma and 4+ years of experience as a licensed ophthalmic dispenser
- Retired from the field of ophthalmic dispensing for 6+ months
- Licensed driver with access to own transportation
- Proficient in email communication
- Excellent written and verbal communication skills
- Strong interpersonal skills and professional demeanor
- Strong attention to detail/accuracy
- Ability to maintain confidentiality
- Ability to work quickly and efficiently
- Flexibility of work schedule

Preferred Qualifications

- Experience as an ophthalmic supervisor

Email your resume to: nvbdo@govmail.state.nv.us

No phone calls please