

# NEVADA STATE BOARD OF MEDICAL EXAMINERS

9600 Gateway Drive  
Reno, NV 89521

**Victor M. Muro, M.D.**  
Board President

**Edward O. Cousineau, J.D.**  
Executive Director



## **Nevada State Board of Medical Examiners Position Announcement**

**Position Title:**      **Licensing Administrative Assistant**

**Location:**            **Reno, NV**

### **Summary**

The Nevada State Board of Medical Examiners (Board) is searching for a Licensing Administrative Assistant for our Reno, NV office. The Board is looking for candidates that can provide excellent customer service while providing administrative support in a fast-paced environment to the Licensing Division. Candidates need to be detail-oriented and possess strong computer and interpersonal skills, to include a positive attitude.

This position is eligible for excellent employee benefits, including:

- Pension retirement from the State of Nevada (PERS)
- Full medical, dental and vision benefits
- 11 paid holidays per year
- Paid vacation time
- Paid sick leave

*The salary for this position is \$35,000 on the Employer Paid Retirement schedule.*

### **Assigned Responsibilities**

- Ability to maintain confidentiality of information, which includes familiarity with the Board's licensing and disciplinary software program to prevent distribution of any inaccurate information;
- Ability to learn and apply established procedures;
- Ability to work accurately and rapidly with names, numbers, codes and symbols;
- Knowledge of computer applications;
- Ability to interpret written and oral instructions;
- Ability to work under pressure and meet deadlines;
- Ability to communicate professionally with the general public;
- Ability to lift a minimum of 25 pounds;
- Ability to follow chain of command.

## **Education, Training and Experience**

Graduation from high school, with at least one (1) year of clerical experience and a working knowledge of computer software systems.

*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.*

## **Licenses and certificates**

Hold or be able to acquire a valid Nevada driver's license.

## **How to apply**

Interested applicants must submit a cover letter, resume and two (2) professional references to:

Nevada State Board of Medical Examiners  
Attn: Lynnette Daniels, Chief of Licensing  
9600 Gateway Drive  
Reno, Nevada 89521  
[lldnsbme@medboard.nv.gov](mailto:lldnsbme@medboard.nv.gov)

In your cover letter, please indicate how you heard about the position. If you heard about this position through a website, please indicate which website. Applications will be accepted until the position is filled.

*The Nevada State Board of Medical Examiners is an equal opportunity employer.*