

Nevada State Board of Dental Examiners



6010 S. Rainbow Blvd., Bldg. A, Ste.1 • Las Vegas, NV 89118 • (702) 486-7044 • (800) DDS-EXAM • Fax (702) 486-7046

Unclassified Position Announcement (Open until Filled)

Nevada State Board of Dental Examiners

Position Title: Deputy General Counsel

Position Status: Full-time

Gross Salary: Depending on experience, the salary range is approximately:

\$88,701.15 to \$94,460.97 (Employee-Employer PERS)

\$77,000.00 to \$82,000.00 (Employer Paid PERS)

Benefits: Unclassified position entitled to standard state benefits; serves at the will of the Nevada State Board of Dental Examiners. The position is funded through professional licensing fees.

Location: Las Vegas. Some in-state travel may be required.

Position Summary/Scope of Work: Report to the Nevada State Board of Dental Examiners, this unclassified position will carry a caseload of administrative prosecutions against licensees who have allegedly violated statutes and/or regulations governing the practice of dentistry, dental hygiene, and dental therapy; and will provide counsel to board members and staff. Other duties include preparing and arguing written pleadings and briefs; legal research; directing investigative efforts; and handling written pleadings, briefs and hearings in District Court cases for illegal practice of dentistry. This position requires the use of standard office equipment, ability to communicate in person and over the telephone, and proficiency with word processing software. Selected candidates may not concurrently work for another employer or engage in private practice of law.

Minimum Education & Licenses Required: Graduation from an accredited four year college or university and graduation from an accredited law school. Applicants must possess a valid Nevada driver's license at the time of appointment and must be admitted to and in good standing with the Nevada State Bar of Nevada, Nevada Federal District Court and admitted to the Federal Ninth Circuit Court of Appeals.

Preferred Experience: Minimum of three (3) years of legal experience in the area of administrative law related to the prosecution and/or defense of administrative matters of health care professionals at state and federal levels. The applicant's legal

background should also include drafting and reviewing contracts. Applicant should also have experience in representing administrative agencies before regulatory bodies and the Nevada Legislature. Applicants should have a working knowledge of the Nevada civil and criminal statutes, Nevada Rules of Professional Conduct, Nevada rules of evidence, local court rules and Nevada Rules of Appellate Procedure and Constitutional law.

Skills Required: Applicants must be skilled in verbal and written communications, planning, computer software, prioritizing and executing deadlines without need for supervision. Applicants must be highly professional, well organized and self-motivated.

Note: *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.*

Interested applicants must submit their cover letter, resume, completed application form, and a list of professional references to:

Nevada State Board of Dental Examiners
6010 S Rainbow Boulevard, Suite A1
Las Vegas, Nevada 89118
FAX: (702) 486-7046
Email: nsbde@nsbde.nv.gov



Nevada State Board of Dental Examiners

Employment Application

Deputy General Counsel Position – Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: () E-mail Address: _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: **Full-time Deputy General Counsel**

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO
Have you ever worked for this company? YES NO If yes, when?
Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

Undergraduate
College/University: _____ Address: _____
From: _____ To: _____ Did you graduate? YES NO Degree: _____
Law
School/College: _____ Address: _____
From: _____ To: _____ Did you graduate? YES NO Degree: _____
Other: _____ Address: _____
From: _____ To: _____ Did you graduate? YES NO Degree: _____

Law License

Please list all states where you have been issued a law license and license information:

State: _____ License
Number: _____
Issue Date: _____ License Status (Active, Inactive, etc.): _____ Is the license in good standing: Yes or No

State: _____ License
Number: _____
Issue Date: _____ License Status (Active, Inactive, etc.): _____ Is the license in good standing: Yes or No

State: _____ License
Number: _____
Issue Date: _____ License Status (Active, Inactive, etc.): _____ Is the license in good standing: Yes or No

Employment History

Company: _____ Phone: ()

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: ()

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: ()

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____