

# NEVADA STATE BOARD OF MEDICAL EXAMINERS

9600 Gateway Drive  
Reno, NV 89521

Nick M. Spirtos, M.D., F.A.C.O.G.  
Board President

Edward O. Cousineau, J.D.  
Executive Director



## Nevada State Board of Medical Examiners Position Announcement

**Position Title:** Deputy General Counsel  
**Location:** Reno, NV

The Nevada State Board of Medical Examiners (Board) is searching for a Deputy General Counsel. This position provides legal representation and advice as required by the Board in enforcing Chapters 629, 629A, and 630 of the Nevada Revised Statutes and the Nevada Administrative Code.

This position is eligible for excellent employee benefits, including:

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

*The starting salary range for this position is \$89,000-\$103,000 DOE on the Employer Paid Retirement schedule.*

### **Assigned Responsibilities**

- Represent the Board's Investigative Committee in initiating and prosecuting administrative cases against practitioners licensed pursuant to NRS Chapter 630.
- Act as legal counsel to the Investigative Committees, and any other committee which may be created by the Board.
- Represent the Board, its officers, and staff in lawsuits in state and federal courts.
- Perform such other duties as may be assigned.
- Typical duties may include:
  - Reviewing investigative files;
  - Drafting Formal Complaints on behalf of the Investigative Committee;
  - Drafting memoranda to the Investigative Committee regarding case legal issues;
  - Managing expeditious progress of a Complaint through the administrative process;
  - Participating in negotiating case resolution;
  - Conducting administrative motion practice pursuant to NRS 622A;
  - Prosecuting Complaints at an administrative hearing before the Board's hearing officers;
  - Presenting settlements to the Board for approval and adjudications to the Board for final determinations; and
  - Defending Petitions for Judicial Review.

## **Knowledge, Skills, and Abilities**

- Ability to take direction from General Counsel, Executive Director, or Board and collaborate effectively with the legal team and across Board divisions.
- Ability to also work independently with strong organizational skills to efficiently manage case load.
- Ability to maintain confidentiality of information.
- Ability to communicate well with colleagues, in negotiations with opposing parties, in Board presentations, and as otherwise required.
- Experience in administrative law and/or governmental administration including familiarity with NRS 233B and NRS 622A or the demonstrated ability to rapidly acquire the knowledge necessary for the position.
- Candidates must have a Juris Doctorate from an accredited school of law; and
- Hold a license to practice law in the State of Nevada.

*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.*

## **How to Apply**

Interested applicants must submit a cover letter, a resume, and a list with contact information for two professional references, one of whom was or is a supervisor. In your cover letter, include a discussion of how your experience, skills and abilities have prepared you to be successful in fulfilling the assigned responsibilities and duties. Send the application materials by email to:

Deonne E. Contine, General Counsel  
Nevada State Board of Medical Examiners  
[dcontine@medboard.nv.gov](mailto:dcontine@medboard.nv.gov)

Please include “Deputy General Counsel Position” in the subject line of the email. Applications will be accepted until the position is filled.

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

Telephone 775-688-2559 Fax 775-688-2321 <https://medboard.nv.gov/> nsbme@medboard.nv.gov