

Nevada State Board of Dental Examiners



2651 N Green Valley Parkway, Ste.104 • Henderson, NV 89014 • (702) 486-7044 • (800) DDS-EXAM • Fax (702) 486-7046

Unclassified Position Announcement

Nevada State Board of Dental Examiners

Position Title: General Counsel

Position Status: Full-time

Gross Salary: Salary range, depending on experience: \$80,000 - \$135,000

Location: Henderson. Travel throughout Nevada is required.

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

Position Summary/Scope of Work: Report to the Executive Director, this unclassified position is responsible for prosecuting licensees who violate the statutes and/or regulations and provide counsel to staff. Duties include preparing and arguing written pleadings and briefs, legal research, processing investigative complaints, conducting informal and formal hearings relative to licensed dentists and dental hygienists, preparing pleadings, briefs and material for hearings in District Court cases involving the illegal practice of dentistry. This position requires the use of standard office equipment, ability to communicate in person and over the telephone. Further, the position may have direct supervisory responsibilities over a legal assistant. May not work for another employer or be in private practice.

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 State Bar of Nevada, Nevada Federal District Court and admitted to the Federal Ninth Circuit Court of Appeals.

Preferred Experience: Applicants preferably have a 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. Applicants must have a legal background that includes drafting and reviewing contracts. Applicants preferably have experience in representing administrative agencies before regulatory bodies and the Nevada Legislature. Applicants preferably have knowledge of the Nevada civil statutes, Nevada Rules of Professional Conduct, Nevada Rules of Evidence, local court rules, Nevada Rules of Civil Procedures and Nevada Rules of Appellate Procedure and Constitutional Law

Skills Required: Applicants must demonstrate proficiency in the interpretation and implementation of NRS rules and NAC regulations in Chapter 631. 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, application, and a list of professional references to:

Nevada State Board of Dental Examiners
Attn: Courtney Lee, Executive Director
2651 N. Green Valley Pkwy., Ste. 104
Henderson, NV 89014
Fax: (702) 486-7046
Email: courtneylee@dental.nv.gov



Nevada State Board of Dental Examiners

Employment Application

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 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: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

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

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____

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: _____