



State of Nevada

Speech-Language Pathology, Audiology and Hearing Aid Dispensing Board

Position Specification

INVESTIGATOR

(Part-Time/As Needed)

DESCRIPTION: The Investigator is the primary staff member assigned to conduct investigations into complaints made against Board licensees and reports of the unlicensed practice of speech-language pathology, audiology and hearing aid dispensing. The Investigator position reports to the Board's Executive Director and is unclassified, with work assignments made on a part-time, as needed basis in accordance with complaints/reports received by the Board.

DUTIES AND RESPONSIBILITIES: The Investigator position is responsible for work related to both formal complaints filed with the Board against licensees (Audiologist, Speech-Language Pathologist, or Hearing Aid Specialist) alleging violations of Board laws and regulations (NRS Chapter 637B and NAC Chapter 637) and reports alleging the unlicensed practice of audiology, speech-language pathology or fitting and dispensing hearing aids. Activities include:

- Conducts investigations into complaints and reports of unlicensed practice through activities such as:
 - Reviews formal complaint records and reports of unlicensed practice;
 - Reviews medical records and other documentation;
 - Enters/inspects premises where violations of NRS 637B or NAC 637B, or unlicensed practice have been alleged;
 - Prepares and issues subpoenas for documents, papers, and witnesses as necessary;
 - Prepares and issues cease and desist orders related to unlicensed practice;
 - Liaises with law enforcement agencies as necessary;
- Collects, analyzes, and documents information obtained;
- Prepares comprehensive investigative summary reports for use by the Board, the Nevada Attorney General's Office, and other authorized agencies;
- Makes recommendations on the sufficiency of evidence of violations of NRS 637B and NAC 637B and case dispositions;
- Prepares case files for administrative and disciplinary proceedings;
- Testifies at administrative and disciplinary proceedings; and
- Maintains confidentiality of Board investigation records pursuant to NRS 637B.288.

QUALIFICATIONS

- At least 21 years of age;
- A United States citizen or legally allowed to work in the United States;
- Holds a valid Nevada driver's license;
- Access to transportation to fulfill job duties as assigned.

EDUCATION AND EXPERIENCE

- Minimum high school diploma or equivalent.
- At least three years of law enforcement or investigative work experience, preferably in a state/local governmental agency or military setting.
- Investigative experience/knowledge of occupational licensing practices preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong written and verbal communication skills.
- Ability to read, analyze and interpret governmental regulations and statutes.
- Ability to write reports, legal, and business correspondence.
- Ability to effectively analyze and evaluate investigative findings and make case disposition recommendations.
- Ability to engage and build rapport with witnesses and other investigative sources.
- Ability to form and maintain professional and positive working relationships with partner agencies.
- Knowledge of the Nevada Open Meeting Law (NRS Chapter 241).
- Ability to maintain confidentiality of investigation records and activities.
- Ability to comply with the Code of Ethical Standards as prescribed in NRS 281A.400.
- Ability to use standard office technology such as MS Office Suite (MS Word, Outlook, etc.).

PHYSICAL DEMANDS: The following physical demands are representative of what is required to perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Mobility to work in a typical office setting, use standard office equipment, operate a motor vehicle to attend interviews, meetings, and hearings and conduct site inspections.
- Frequently required to talk or hear; stand; walk; sit.
- Vision to read printed materials and computer screen; hearing/speech to communicate in person or over the telephone.

WORK ENVIRONMENT: This is a remote position with no assigned office/work site. The confidentiality of investigation materials must be ensured. The Investigator may access space, equipment, and supplies in the Board's Reno office as needed to conduct interviews, copy/mail/fax documents, or hold meetings. Work may also be conducted in the field as necessary, requiring travel and the use of a personal vehicle with mileage compensation provided.

TRAVEL: Some local/in-state travel may be required/authorized to conduct interviews or testify in hearings. Most work may be conducted via telephone and email.

SALARY AND BENEFITS: Compensation starts at **\$35.00 per hour** and may be negotiated depending on experience. Work will be allotted on an as-needed basis depending on the volume of complaints/reports received by the Board and as such, no minimum/regular number of hours are guaranteed, and no benefits are provided.

APPLICATION PROCESS:

Please submit the following via email to Jennifer Pierce, Executive Director at execdirector@nvspeechhearing.org:

1. Cover letter;
2. Resume detailing at least ten years of employment history, including employer name and address, hire/separation dates, scope of responsibility, and reasons for leaving; and
3. Three professional references.

Applications will be accepted until recruitment needs are satisfied. This recruitment may close at any time.

The Nevada Speech-Language Pathology, Audiology and Hearing Aid Dispensing Board and the State of Nevada are committed to Equal Employment Opportunity/Affirmative Action in recruitment of employees and do not discriminate based on race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.