

# NEVADA STATE BOARD OF MEDICAL EXAMINERS

9600 Gateway Drive  
Reno, NV 89521

Aury Nagy, M.D.  
Board President

Edward O. Cousineau, J.D.  
Executive Director



## Nevada State Board of Medical Examiners Position Announcement

**Position Title:** Investigator  
**Location:** Las Vegas, NV

### Summary

The Nevada State Board of Medical Examiners (Board) is searching for an Investigator. This position investigates assigned complaints and information alleging violations of Chapters 629 and 630 of the Nevada Revised Statutes (NRS) and the Nevada Administrative Code (NAC).

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 starting salary range for this position is \$45,000 to \$55,000 on the Employer Paid Retirement schedule.*

### Assigned Responsibilities

- Investigate alleged violations of statutes and/or regulations;
- Prepare case files and reports of investigations, and gather and preserve evidence;
- Obtain statements from complainants, respondents and witnesses;
- Obtain and serve subpoenas for appearance of witnesses or production of records, and serve orders of the Board;
- Provide testimony at administrative hearings and civil and criminal court proceedings;
- Attend Investigative Committee (IC) meetings and effectively present cases to IC members;
- Provide periodic case briefings to Deputy Chief/Chief of Investigations or Executive Staff;
- Maintain and prioritize large investigative case load; and
- Perform other work as directed or assigned.

### Knowledge, Skills and Abilities

- Ability to communicate effectively with Board members, licensees, outside agencies and the public;
- Ability to learn basic knowledge of investigative practices and techniques, and enforcement procedures of the Board;
- Ability to prepare detailed and accurate written reports timely;
- Ability to make appropriate judgments and decisions, and handle stressful situations;
- Ability to speak persuasively to individuals or groups;

- Ability to develop working knowledge of NRS Chapters 629 and 630 and NAC Chapters 629 and 630;
- Ability to maintain confidentiality of information;
- Knowledge of computer applications and ability to learn new databases;
- Ability to collaborate with outside agencies in joint investigations;
- Possess strong interpersonal skills and ability to resolve conflicts; and
- Ability to be flexible in work schedule and travel as required.

### **Education, Training and Experience**

An Associate's Degree in Criminal Justice, Government, Health Care or other related field and two (2) years investigative experience, or appropriate claims examiner experience with experience in interviewing and conducting investigations is required. A Bachelor's Degree in Criminal Justice, Government, Health Care or related appropriate field is preferred.

### **Other Requirements**

Hold or be able to acquire a valid Nevada driver's license. Ability to successfully pass a background investigation.

*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, resume and two (2) professional references to:

Nevada State Board of Medical Examiners  
Attn: Ernesto Diaz, Chief of Investigations  
9600 Gateway Drive  
Reno, Nevada 89521  
[ediaz@medboard.nv.gov](mailto:ediaz@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. The deadline for applications is Friday, October 21, 2022.

*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