

JOB OPPORTUNITY
Nevada State Contractors Board
License Analyst
Las Vegas, Nevada

License Analyst

The Nevada State Contractors Board is seeking a full-time License Analyst and requests all interested and qualified person to apply. The position reports to the Licensing Supervisor in Las Vegas, Nevada.

The successful candidate will possess excellent communication and customer service skills, experience working in an office environment, ability to meet customer expectations in a positive and professional manner, and possess the ability to multi-task in a fast-paced environment.

Duties and Responsibilities

- Answer a full range of procedural and technical questions received from applicants, licensees, and the general public concerning licensing requirements.
- Verifies and evaluates applicants experience and financial qualifications in accordance to Nevada law, and established policies and procedures.
- Verifies completeness of application and compliance with all established requirements.
- Reviews and analyses financial information detailing assets, liabilities, and working capital, balance sheet, profit and loss statements, and other reports to summarize current and projected company financial status.
- Determines appropriate license classification based on the applicants certification of work experience forms and resume of experience, and schedules necessary examinations.
- Initiates, composes and prepares professional correspondence to advise applicants regarding deficiencies in their application and corrective action required.
- Informs applicants of Board action with respect to license approval, denial or deferment.
- Manages caseload to ensure timely and accurate handling of each assigned application.
- Maintains application status aging reports in accordance with established procedures, reporting case progress to supervisor as per established reporting structure.
- May perform other related duties as assigned and approved by supervisor.
- Prepare and print a variety of forms, reports and notices.
- Enters data from source documents and identifies related data components.
- Prepares documents for scanning into document imaging system.
- Answer incoming calls and responds to requests for information.
- May perform other related duties as assigned and approved by supervisor.

Education and Experience

- Associate's degree (A. A.) or equivalent from two-year college or technical school; or one to two years related experience and/or training; or equivalent combination of education and experience. Proficiency in the use of various computer applications such as Microsoft Word and Excel.

Skills and Abilities

- Knowledge of preparation of professional correspondence, including high level of proficiency in grammar, spelling and punctuation.
- Solve practical problems and deal with a variety of variables in situations where only limited standardization exists.
- Interpretation of a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to read, analyze, and interpret documents, including governmental regulations.
- Ability to apply fundamental accounting concepts to analyze financial information.
- Ability to effectively present information and respond to questions from applicants, all employees and supervisors of the Board, government agencies, and the general public.
- Ability to effectively and professionally deal with all types of customers.
- Clearly communicate, both orally and in writing.
- Ability to compile and write reports.
- Ability to add, subtract, multiply, and divide in all units of measure, including whole numbers, common fractions and decimals, calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, and volume.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Effectively operate a multi-line telephone system.
- Be well-organized and attentive to detail.
- Demonstrate proficiency in Microsoft Word, Excel and Outlook.

Salary and Benefits

Starting annual salary is between \$37,420- \$55,700; to be determined based on experience. Benefit package includes Medical, Dental, Vision, Long Term Disability, 401 and 457 pension plans. The Board is a quasi-State agency and employees are not participants in the Nevada P.E.R.S. retirement program.

Interested persons may submit their resume to recruit4@nscb.state.nv.us