

NEVADA STATE BOARD OF MEDICAL EXAMINERS

9600 Gateway Drive
Reno, NV 89521

Victor M. Muro, M.D.
Board President

Edward O. Cousineau, J.D.
Executive Director



Nevada State Board of Medical Examiners Position Announcement

Position Title: License Specialist

Location: Reno, NV

Summary

The Nevada State Board of Medical Examiners (Board) is searching for a License Specialist for our Reno, NV office. This position is responsible for assisting individuals in obtaining and renewing licenses for the following professions: Physicians, Physician Assistants, Practitioners of Respiratory Care, and Perfusionists. The Board is looking for candidates that can provide excellent customer service while working in a fast-paced environment. Candidates need to be detail orientated and possess strong interpersonal skills.

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 salary range for this position is \$40,000 to \$55,000 on the Employer Paid Retirement schedule.

Assigned Responsibilities

- Advise applicants and licensees, as applicable, of licensure requirements and make initial determination of eligibility for licensure or renewal of licensure;
- Process all licensing matters required by statute and regulation for applicants and licensees for all Board licensee types;
- Prepare and process correspondence;
- Prepare, maintain and process application and licensure files;
- Prepare statistical and other reports relating to licensing;
- Track legislatively mandated information;
- Other specialized duties as assigned.

Knowledge, Skills and Abilities

- Ability to interact effectively at a high level with applicants, licensees, the public and other government agencies;
- Ability to learn complex licensing requirements and procedures;
- Ability to maintain confidentiality of information;
- Ability to act independently when appropriate;
- Ability to learn and apply established procedures;
- Ability to work accurately and rapidly with names, numbers and acronyms;
- Ability to utilize computer software programs;
- Ability to work under pressure and meet deadlines;
- Ability to interpret written and oral instructions;
- Ability to travel as required.

Education, Training and Experience

A Bachelor's Degree from an accredited college or university, or four years of equivalent experience in a related field can be substituted.

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: Lynnette Daniels, Chief of Licensing
9600 Gateway Drive
Reno, Nevada 89521
lldnsbme@medboard.nv.gov

Applications will be accepted until the position is filled.

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