



State of Nevada

Invites you to apply for

Licensing Specialist



THE STATE OF NEVADA

MISSION

The Nevada Way: Empowering the executive branch to provide solution-oriented customer service to residents, businesses, and visitors so Nevada is recognized for its world-class destinations, its innovative and business-friendly economic environment, its quality of life, and its efficiently and effectively run state government.

VISION

Governing with transparency and fiscal responsibility; working with local government, non-profit and industry partners; delivering dependable services to citizens and visitors; and creating opportunities for Nevadans to lead safe, healthy, prosperous, and productive lives.

**“OUR CAPACITY TO
ACHIEVE GREAT DEEDS
WILL NEVER BE IN
QUESTION, BECAUSE WE
WILL FOLLOW THE NEVADA
WAY – NEVER GIVE UP,
NEVER GIVE IN, AND NEVER
STOP DREAMING.”**



Governor Joe Lombardo
STATE OF THE STATE ADDRESS

The State of Nevada, encompassing over 110,000 square miles, is a land of vast natural beauty, economic diversity, and cultural vibrancy. Known as the “Silver State” for its historic mining legacy, Nevada today is equally recognized for its dynamic cities, rugged outdoor landscapes, and spirit of independence. Anchored by metropolitan hubs like Las Vegas and Reno, Nevada also offers a rich tapestry of rural communities, tribal lands, and open desert that reflect its deep Western roots.

Home to more than 3.2 million residents, Nevada is one of the fastest-growing states in the nation. The state features no personal income tax, a favorable business climate, and year-round recreational opportunities—from world-class entertainment and dining to hiking, skiing, and stargazing beneath some of the clearest night skies in the U.S.

With over 300 days of sunshine annually in many regions, Nevada’s climate ranges from the dry heat of the Mojave Desert to the four-season beauty of the Sierra Nevada. The state is also home to Lake Tahoe, Great Basin National Park, Red Rock Canyon, and more than 800,000 acres of state park land.

Nevada balances innovation and tradition, offering a high quality of life, a growing emphasis on sustainability and technology, and a commitment to preserving the natural and cultural richness that makes the state truly one of a kind.



Chiropractic Physicians' Board of Nevada

MISSION STATEMENT:

The practice of chiropractic is hereby declared to be a learned profession, affecting public safety and welfare and charged with the public interest and therefore subject to protection and regulation by the state.

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Goals:

- Protect public health, safety, and welfare
- Ensure qualified and competent chiropractic practitioners
- Promote ethical and professional standards
- Maintain public trust in chiropractic regulation
- Administer licensing and regulatory processes fairly and efficiently

Responsibilities:

• Licensing and Renewal:

Review and process applications for initial licensure and renewal; verify education, examination, and eligibility requirements; and maintain accurate licensing records.

• Regulatory Oversight:

Adopt and enforce regulations governing chiropractic practice; interpret statutes and rules; and provide regulatory guidance as needed.

• Complaint Review and Discipline:

Receive, review, and investigate complaints; address violations of law or professional standards; and impose disciplinary action when warranted, consistent with due process.

• Public and Licensee Information:

Provide information regarding licensure status, regulatory requirements, and complaint processes.

• Coordination and Transparency:

Work with other state agencies and stakeholders to ensure consistent, transparent, and accountable

UNIT SECTIONS:

NA

THE IDEAL CANDIDATE



Join a team where your impact will matter from day one.

WHAT WE'RE LOOKING FOR:

Key Characteristics

- Highly organized with exceptional attention to detail
- Able to interpret and apply laws, regulations, and procedures consistently
- Strong written and verbal communication skills, with the ability to explain complex requirements clearly
- Professional, calm, and respectful when interacting with the public, including in challenging situations
- Demonstrates integrity, confidentiality, and impartiality
- Comfortable managing high-volume workloads and competing deadlines

Professional Strengths

- Experience reviewing applications, verifying credentials, and identifying deficiencies
- Ability to analyze documentation and determine compliance with licensing requirements
- Skilled in maintaining accurate records and using licensing or case management systems
- Effective at prioritizing tasks while meeting established timelines
- Works independently while also collaborating effectively with supervisors, board members, and other agencies

WHAT YOU'LL BE DOING:

- General office duties that include receiving, screening and directing telephone calls, faxing, copying, processing mail, filing, and dealing with the public and profession at the front counter; respond to telephone requests for filing complaints, license verifications, requests for applications and other forms;
- Order office supplies, maintain postage meter and copier, monitor and ensure all equipment is functional and arrange for service or repair when necessary;
- Assist with preparation and mailing of Board publications;
- Schedule examinations;
- Serve as liaison with Thentia (licensee database) as needed for maintenance and updating of licensure system and the agency website; update and maintain agency forms and post on website;
- Review and process applications for licensure and certification to ensure accuracy of information and input applicant data into licensure database (Thentia);
- Communicate with applicants through the completion of licensure/certification process;
- Print new license/certificates and mail to successful candidates;
- Prepare and mail license/certificate renewal applications; review and process renewal applications; print and email renewal certificates;
- Process continuing education applications for CE Committee review and issue approval/denial letters and maintain list of approved CE seminars on the Boards' website; input individual CE certificates into licensure system;
- Perform other duties as deemed necessary and appropriate by the Executive Director or as required by statute or regulation.

QUALIFICATIONS:

Ability to attain working knowledge of all applicable Nevada Revised Statutes and Nevada Administrative Codes relating to chiropractic and the activities of the Chiropractic Physicians' Board; administrative support functions; recordkeeping techniques; telephone etiquette; organization of clerical assignments and establishment of appropriate timelines; effective communication both oral and in writing, including good working relationships with licensees and the general public; standard office procedures, practices and methods; experience using word and excel software; data entry techniques; confidentiality rules and protocols.

KEY QUALITIES & COMPETENCIES:

- Regulatory Technical Competencies
- Analytical and Detail Oriented
- Communication and Customer Service
- Bookkeeping Skills
- Technology and System Skills

SALARY:

The pay range is \$15-\$25/hour

LOCATION:

4600 Kietzke Lane, Suite M245, Reno, NV

STATE BENEFITS

The State of Nevada offers a wide array of benefits to employees, including:

- No Nevada State income tax
- Medical, dental, life, and disability insurance coverage
 - Twelve paid holidays per year
 - Three weeks of annual leave
 - Three weeks of sick leave
- Participation in the Public Employees' Retirement System (**PERS**)
 - Access to a tax-sheltered deferred compensation plan
- No Social Security contributions (Medicare deduction still required)
 - Additional benefits for long-term and CBA employees



The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to 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.



APPLICATION & SELECTION PROCESS

Applications will be accepted on a first-come, first-serve basis and will continue to be accepted until the position is filled. Applicants are therefore strongly encouraged to submit their applications as soon as possible. Hiring may occur at any time during the recruitment process. Interested applicants should submit their cover letter, resume, and a list of three professional references to:

Julie Strandberg, Executive Director
SUBJECT LINE: Licensing Specialist
chirobd@chirobd.nv.gov
775-688-1923

In your cover letter please indicate how you heard about this position. If you heard about this position through a website, please specify which website.

Thank you!

