

NEVADA STATE BOARD OF MEDICAL EXAMINERS

9600 Gateway Drive
Reno, NV 89521

Rachakonda D. Prabhu, M.D.
Board President

Edward O. Cousineau, J.D.
Executive Director



Nevada State Board of Medical Examiners Position Announcement

Position Title: **Licensing Administrative Assistant**

Location: **Reno, NV**

Summary

The Nevada State Board of Medical Examiners (Board) is searching for a Licensing Administrative Assistant for our Reno, NV office. The Board is looking for candidates that can provide excellent customer service while providing administrative support in a fast-paced environment to the Licensing Division. Candidates need to be detail-oriented and possess strong computer and interpersonal skills, to include a positive attitude.

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 for this position is \$35,000 on the Employer Paid Retirement schedule.

Assigned Responsibilities

- Ability to maintain confidentiality of information, which includes familiarity with the Board's licensing and disciplinary software program to prevent distribution of any inaccurate information;
- Ability to learn and apply established procedures;
- Ability to work accurately and rapidly with names, numbers, codes and symbols;
- Knowledge of computer applications;
- Ability to interpret written and oral instructions;
- Ability to work under pressure and meet deadlines;
- Ability to communicate professionally with the general public;
- Ability to lift a minimum of 25 pounds;
- Ability to follow chain of command.

Education, Training and Experience

Graduation from high school, with at least one (1) year of clerical experience and a working knowledge of computer software systems.

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.

Licenses and certificates

Hold or be able to acquire a valid Nevada driver's license.

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

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. Applications will be accepted until the positions are filled.

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