



State of Nevada

Invites you to apply for

Complaints Specialist/Investigator



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.



Nevada State Board of Osteopathic Medicine

MISSION STATEMENT:

To protect and safeguard the public by licensing and disciplining Doctors of Osteopathic Medicine, Physician Assistants and Anesthesiologist Assistants.



The Nevada State Board of Osteopathic Medicine (“the Board”) is seeking a Complaints Specialist/Investigator. Responsibilities include processing complaints and reports received, investigating alleged violations of statutes and regulations, and preparing case files and reports of investigations. The position also requires gathering and preserving evidence, obtaining statements from complainants, respondents, and witnesses, and preparing and serving subpoenas for witness appearances or production of records, as well as serving orders of the Board. The Complaints Specialist/Investigator will provide testimony at administrative hearings and civil or criminal court proceedings, give regular case briefings to the Executive Director, and attend meetings as necessary. Additional duties include maintaining and prioritizing an investigative caseload and performing other work as directed or assigned.

UNIT SECTIONS:

The Nevada State Board of Osteopathic Medicine does not have unit sections.

THE IDEAL CANDIDATE



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

WHAT WE'RE LOOKING FOR:

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.

WHAT YOU'LL BE DOING:

This position processes complaints/reports received regarding licensees and investigates all complaints and information alleging violations of Chapter 633 of the Nevada Revised Statutes (NRS) and the Nevada Administrative Code (NAC).

QUALIFICATIONS:

A Bachelor's Degree in Criminal Justice, Government, Healthcare, or other related field and two (2) years investigative experience with a NV Board, law enforcement agency, or insurance company; Associates Degree with acceptable experience may also be considered.
Hold or be able to acquire a valid Nevada driver's license.

KEY QUALITIES & COMPETENCIES:

Effective communication with Board, licensees, agencies, and public

Clear, timely written reports

Persuasive public speaking

Sound judgment and decision-making under stress

Certified Medical Board Investigator (CMBI) certification

Knowledge of NRS/NAC Chapter 633 and Board procedures

Investigative practices and techniques

Strong interpersonal and conflict resolution skills

Proficiency with computer applications and databases

Microsoft Office Suite, including Teams

SALARY:

Salary range for this position is:
\$25.00 per hour to \$31.25 per hour (DOE)
on the Employer Paid Retirement schedule.

LOCATION:

Henderson, NV 89074

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
 - Available paid time off
- Participation in the Public Employees' Retirement System (**PERS**)
 - Access to a tax-sheltered deferred compensation plan
- No Social Security contributions (Medicare deduction still required)



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:

Nevada State Board of Osteopathic Medicine
Attention: Frank DiMaggio, Executive Director
2275 Corporate Circle, Suite 210
Henderson, NV 89074
fdimaggio@bom.nv.gov

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!

