

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: Deputy Chief of Investigations

Location: Las Vegas, NV

Summary

The Nevada State Board of Medical Examiners (Board) is searching for a Deputy Chief of Investigations for our Las Vegas, NV office. This position is responsible for management of the employees in the Las Vegas office and conducting investigations of complaints and alleged violations of the Nevada Medical Practice Act (Chapters 629 and 630 of the Nevada Revised Statutes and Nevada Administrative Code) by Physicians, Physician Assistants, Respiratory Care Practitioners and Perfusionists. The Board is looking for candidates who have management experience and excellent communication skills with the public, licensees and staff, while working in a fast-paced environment. Candidates need to be detail oriented, possess strong interpersonal skills, and have supervisory or management experience.

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 \$54,000 to \$75,000 on the Employer Paid Retirement schedule.

Assigned Responsibilities

- Manage and supervise the daily operational and administrative activities of Investigators and staff in the Las Vegas office;
- Perform all the responsibilities and duties of an Investigator;
- Maintain office building, supplies, and vehicles;
- Operate as a liaison between the Las Vegas field office and other state agencies;
- Other specialized duties as assigned.

Knowledge, Skills and Abilities

- Ability to interact and communicate effectively at a high level with complainants, respondents, witnesses, the public and other government agencies;
- Ability to manage and supervise staff;
- Ability to work independently and make appropriate judgments and decisions;
- Knowledge of enforcement procedures of the Board;
- Knowledge of investigative practices and techniques;
- Knowledge of or ability to acquire working knowledge of NRS 629 and 630 and NAC 629 and 630.
- Ability to prepare written reports and verbal briefings;
- Ability to maintain confidentiality of information;
- Knowledge of computer applications;
- Ability to work under pressure and meet deadlines;
- Ability to travel as required;
- Ability to be flexible in work schedule.

Education, Training and Experience

A Bachelor's Degree in Criminal Justice, Government or related appropriate field from an accredited college or university, with knowledge of medical practices and procedures and administrative law practices and procedures. Three years of investigative experience or appropriate claims examiner experience with experience in interviewing, or any combination acceptable to the Board. Candidates must have supervisory or management experience.

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: Jasmine Mehta, J.D., Deputy Executive Director
9600 Gateway Drive
Reno, Nevada 89521
jmehta@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. The deadline for applications is October 11, 2019.

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