

NEVADA STATE BOARD OF MEDICAL EXAMINERS

1105 Terminal Way, Suite 301

Reno, NV 89502-2144

Rachakonda D. Prabhu, M.D.
Board President

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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 License 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.

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 \$30,000 to \$40,000 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
1105 Terminal Way, Suite 301
Reno, Nevada 89502
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 recruitment is satisfied.

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