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NEVADA STATE
BOARD OF OSTEOPATHIC MEDICINE
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Henderson, NV 89074
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www.bom.nv.gov

Sandra Reed, MPA
Executive Director

August 9, 2017

INVESTIGATOR POSITION ANNOUNCEMENT

LOCATION: LAS VEGAS/HENDERSON

REPORTS TO: EXECUTIVE DIRECTOR

Upon assignment by the Executive Director, conducts investigations of complaints and information alleging violations of Chapters 633 and 633 of the Nevada Revised Statutes (NRS) and the Nevada Administrative Code (NAC)

ASSIGNED RESPONSIBILITIES

- Investigation and interaction with complainants, respondents and witnesses
- Prepare case files and reports of investigations as directed
- Obtain statements from complainants, respondents and witnesses
- Gather and preserve evidence
- Obtain and serve subpoenas for appearance of witnesses or production of records, and serve orders of the Board
- Provide testimony at hearings or other proceedings
- Attend outside Investigative task force meetings/represent Board as required
- Perform other work as directed or assigned

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS AND ABILITIES

- Communicate effectively
- Knowledge of enforcement procedures of the Board
- Knowledge of investigative practices and techniques
- Prepare written reports and verbal briefings
- Make appropriate judgments and decisions
- Work independently
- Obtain/maintain knowledge of NRS 633 and NAC 633
- Maintain confidentiality of information
- Knowledge of computer applications, such as Word and Excel
- Flexible in work schedule

EDUCATION/EXPERIENCE

- Bachelor's Degree in Criminal Justice, Government, Health Care or related appropriate field preferred; Associate's Degree or acceptable experience required
- At least two (2) years investigative experience, or appropriate claims examiner experience with experience in interviewing, or any combination acceptable to the Board

LICENSES AND CERTIFICATES

- Hold or be able to acquire a valid Nevada driver's license
- Able to obtain/maintain CMBI certification

BENEFITS/COMPENSATION

- Pension retirement from the State of Nevada (PERS)
- Medical, dental and vision benefits
- Eleven (11) paid holidays annually
- Paid time off (PTO-includes vacation/sick)

SALARY: \$50,000-\$60,000, depending on experience

HOW TO APPLY

This is a full-time position. All applicants who meet the minimum qualifications, education and experience are eligible to apply for this position. Please forward your resume and cover letter to:

osteo@bom.nv.gov

Applications will be accepted until August 25, 2017.

The Nevada State Board of Osteopathic Medicine is an equal opportunity employer.