

Nevada State Board of Dental Examiners



6010 S. Rainbow Blvd., Bldg. A, Ste.1 • Las Vegas, NV 89118 • (702) 486-7044 • (800) DDS-EXAM • Fax (702) 486-7046

Unclassified Position Announcement

Nevada State Board of Dental Examiners

Position Title: Investigator

Position Status: Part-time (18-20) hours per week

Hourly rate: \$50.00 - \$60.00

Location: Las Vegas. Travel throughout Nevada is required.

Position: Unclassified State of Nevada part-time position; entitled to some state benefits. Reports to the Nevada State Board of Dental Examiners.

Position Summary/Scope of Work: Responsible for investigating complaints, reviewing complaints, obtaining response to complaints, obtaining records, interviewing licensees, patients and other witnesses; communicate with licensees and complainants; prepare reports, findings and recommendations; attend hearings as needed, and monitor stipulation agreements.

Minimum Education & Licenses Required: Graduation from an accredited law enforcement academy and/or graduation from an accredited four year college or university, must possess a valid Nevada driver's license as travel is required as part of job duties. Possession of Certified Medical Board Investigator (CMBI) is desired. If applicant is a licensed dentist or dental hygienist, must not be in private practice and must also have graduated from an accredited dental school or accredited dental hygiene school and possess a valid Nevada dental or dental hygienist license in good standing for the past 5 years and have no adverse board actions.

Skills Required: Must be skilled in verbal and written communications; planning; use of computer equipment and software; prioritizing deadlines without need for supervision. Must be highly professional, well-organized and self-motivated.

Note: *This position announcement lists some of the major duties and requirements of the job position but is not intended to be all-inclusive. The successful applicant will be expected to perform additional job-related duties and may be required to have or*

obtain additional specific job-related knowledge, skills, and abilities, including, but not limited to, obtaining CMBI certification.

Applicants shall also submit a cover letter, resume and three professional references as well as a completed application. Applications for this position can be found on the Board's Website at dental.nv.gov.

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