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RECRUITMENT

Compliance Inspector I

Full-time, Unclassified Position

Open Competitive: Open Until Recruitment Need is Satisfied

Posted: December 27, 2018

The Nevada State Board of Massage Therapy is seeking qualified applicants for the position of Compliance Inspector I. This is an unclassified full-time position in Las Vegas.

Recruitment:

This is an open competitive recruitment, open to all qualified applicants.

Position Responsibilities:

The Compliance Inspector I reports to the Executive Director of the Nevada State Board of Massage Therapy. This position will assist the Executive Director, Compliance Investigator and Compliance Inspectors with administrative tasks including answering phones, greeting the public, assisting applicants and licensees with online processing of applications and renewals, and performing inspections. Candidate qualifications:

- Ability to work independently.
- Communication skills including public speaking and the ability to write reports.
- Ability to ensure compliance with NRS 640C and NAC 640C.
- Competency in Microsoft Office including Outlook, Excel, Word, and PowerPoint.
- Ability to compile statistics regarding the jurisdiction and analyze industry data.
- Excellent customer service skills both with licensees and the public.
- Inspection experience preferred but not required.

Approximate pay \$18.57 hourly or \$38,625 employee/employer paid retirement plus benefits:

Hourly rate reflects retirement (PERS) contributions by both the employee and employer. An employer paid contribution plan is available with a reduced hourly rate of \$16.29 or \$33,883 annually.

Benefits:

The Nevada State Board of Massage Therapists offers a wide range of benefits including participation in the Public Employees Retirement System (PERS), participation in the Public Employees Benefit System (PEBP)

which offers health, vision, dental, life and disability insurance programs; 11 paid holidays, 120 hours of paid sick leave accruable per year and 120 hours of paid vacation accruable per year.

The Position:

The selected candidate must be able to plan, organize, coordinate multiple activities and programs; establish objectives and goals; communicate effectively both orally and in writing; apply laws, statutes and regulations; maintain excellent relationships with governmental officials, agencies, stakeholders, and the public.

Additionally, the incumbent must be available to work some nights and weekends and have a valid Nevada Driver's License.

Minimum Qualifications:

Typing speed 45-60 words per minute, Excel, Word, and Outlook. Industry experience is preferred.

To Apply:

Submit a resume and cover letter expressing your interest and background along with three professional references to: Nevada State Board of Massage Therapy, Attn: Sandy Anderson, 1755 E. Plumb Lane, Suite 252, Reno, NV 89502, via email to sjanderson@lmt.nv.gov (in the subject line please reference Compliance Inspector I) or via fax to 775.786.4264. Resumes will be accepted until the position has been filled.

The Nevada State Board of Massage Therapy is an Equal Opportunity Employer.