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**Nevada State Board of Massage Therapy**  
**Position Announcement**  
**Compliance Inspector 1**

**Location**

Reno or Las Vegas (This position may work hybrid or remotely, and if located in Reno may travel approximately 25% of the time.)

**Summary**

The Nevada State Board of Massage Therapy (Board) is recruiting for a full-time Compliance Inspector I. This position is responsible for providing the Inspection Team with administrative support, coordinating the establishment certificate program, working with the inspectors to ensure inspection of licensees and establishments, assisting the inspection team as needed, and providing backup for the Administrative Team.

The hourly rate for this unclassified position is \$20.76 - \$30.53 per hour Employee/Employer Paid Retirement or \$18.07 – \$26.58 per hour Employer paid retirement depending on experience.

This position is eligible for excellent employee benefits including:

- Retirement with the State of Nevada Public Employees Retirement System
- Medical, dental, prescription drug, and vision
- Eleven (11) paid holidays per year
- Paid vacation and sick leave

**Assigned Responsibilities**

- Building outcall inspection lists, creating folders and notification email, tracking inspection process and documentation, and preparing lists of non-compliant licensees for inspectors and investigator.
- Processing, tracking, and maintaining establishment certificate files.
- Ensuring documentation is scanned and uploaded to establishment and licensee files.
- Verifying licensee lists provided by establishments.
- Notifying inspectors of new establishments and assisting with setting up establishment files.
- Conducting outcall and establishment inspections.
- Assisting and providing back-up for the application and renewal processing desks as needed.
- Taking CLEAR Basic training within 1 year of date of acceptance of the position.
- Taking CLEAR Advanced training within 1 year of completing CLEAR Basic.

### **Knowledge, Skills, and Abilities**

- Ability to interact effectively with stakeholders and other governmental agencies;
- Ability to learn complex licensing requirements and procedures;
- Ability to maintain confidentiality of information;
- Ability to work independently;
- Ability to utilize computer software programs including Word, Excel, and Adobe;
- Ability to interpret written and oral instructions;
- Ability to travel as required; and
- Valid driver's license.

### **Education, Training, and Experience**

Experience working in the regulatory arena is preferred but not required. CLEAR Basic certification is preferred but may be obtained within the first year of employment. Valid driver's license.

### **How to apply**

Interested applicants must submit a cover letter and resume to:

Nevada State Board of Massage Therapy

September 9, 2022

Page 2 of 2

Attn: Sandy Anderson, Executive Director  
1755 E. Plumb Lane, Suite 252  
Reno, NV 89502

Or by email [sjanderson@lmt.nv.gov](mailto:sjanderson@lmt.nv.gov)

Applications will be accepted until the position is filled.

The Nevada State Board of Massage Therapy is an equal opportunity employer.