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Nevada State Board of Massage Therapy
Position Announcement
Administrative Assistant II/III

Summary

The Nevada State Board of Massage Therapy (Board) is seeking qualified candidates for a full-time Administrative Assistant II or III in Reno, NV.

Salary and Benefits

The hourly rate for this unclassified position is \$20.42 - \$32.23 per hour Employee/Employer Paid Retirement or \$17.49 – \$27.61 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
- Twelve (12) paid holidays per year
- Paid vacation and sick leave

Assigned Responsibilities

- Ensure compliance with State laws, regulations, agency policies, and procedures involving the licensing of massage, structural integration and reflexology establishments.
- Administer establishment certificate program and issue approved certificates.
- Collect and process fees including cashier's checks, money orders, and credit card payments. Create invoices as appropriate.
- Review documentation using applicable procedures in multiple programs; determine validity of documents.
- Track and review probationary licensee files for compliance.
- Meet with probationary licensees via video conferencing to review terms and conditions.
- Communicate with the public, other agencies and businesses, to provide or collect information, explain policies and procedures, and provide assistance.
- Assist Compliance Inspectors with establishment inspections and follow ups.
- Perform monthly audits and report results.
- Review license renewals and notify inspectors of new establishments.
- Provide various clerical support to the Compliance Inspectors, Investigators, and Executive Director.
- Perform related duties as assigned.

Knowledge, Skills, and Abilities

- General knowledge of modern office practices, procedures and equipment; recordkeeping and filing methods.
- Ability to provide professional customer service by phone, email or in person.
- Ability to work in a team environment
- Ability to utilize computer software programs including, but not limited to Word, Excel, Outlook, Teams, Zoom and Adobe.
- Ability to secure and maintain confidential information.
- Ability to communicate effectively both orally and in writing.
- Ability to work independently.

Education, Training, and Experience

Graduation from high school or equivalent education. Must have a valid Nevada Driver's License. CLEAR Basic certification (individuals without CLEAR Basic certification will have 12 months from hire to obtain certification). Previous clerical or customer service experience. Applicants must meet the minimum typing speed of 30 words per minute at the time of recruitment.

How to apply

Interested applicants must submit a cover letter and resume to:

Nevada State Board of Massage Therapy
Attn: Elisabeth Barnard, Executive Director
1755 E. Plumb Lane, Suite 252
Reno, NV 89502

Or by email ebarnard@lmt.nv.gov (in the subject line please reference Administrative Assistant II/III)

Applications will be accepted until the position is filled.

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