



State of Nevada

Funeral and Cemetery Services Board

Unclassified Job Announcement

LICENSING SPECIALIST/ADMINISTRATIVE ASSISTANT

Hourly Wage Range: \$18.57 - \$27.15

The Funeral and Cemetery Services Board is seeking qualified applicants for the position of Licensing Specialist/Administrative Assistant. The position is full-time.

The Funeral & Cemetery Services Board provides an atmosphere of innovative thinking, teamwork, and a positive working environment. The mission of the Board is to protect the health, safety, and welfare of the public through regulation of the funeral services profession.

The primary responsibility of this position is to support the licensing functions of the Board and provide direct administrative support to the Executive Director. The position reports directly to the Executive Director.

Licensing functions include initial review of applications and documentation required to obtain or retain licensure in Nevada and communicating with applicants verbally and in writing. Licensing duties include, but are not limited to, processing applications for licensure and renewals, verifying completeness, creating licensee records in the licensing system, processing supporting documentation as received, preparing correspondence, updating the licensee database, preparing license verifications, responding to general requests, and scanning and uploading documents.

General administrative duties include, but are not limited to, answering telephones, processing mail, filing, preparing general correspondence, and other duties as directed. The position assists with Board meetings, including preparing agendas, distributing meeting materials, scheduling, and arranging accessible meeting rooms; transportation and accommodations for Board members; and preparation of public notices and meeting minutes in accordance with Nevada's Open Meeting Law. The position is responsible for general office files and databases (paper and electronic) in an orderly fashion. The position is responsible for other duties, as assigned.

REQUIRED QUALIFICATIONS: Graduation from high school or equivalent education and two years of clerical, data entry and administrative support experience which includes experience in one or more of the following areas: reviewing files, documents, and other written materials; maintaining records and files in both paper and electronic format; conducting data entry using a personal computer; assisting applicants and licensees with completing forms and applications; and/or performing duties in support of professional staff.

Working knowledge of administrative support functions; personal computer systems, and software programs, including Microsoft Office Suite (i.e., Outlook, Word, Excel, PowerPoint, Publisher). Ability to apply agency regulations, requirements, and policies to specific situations; receive, review, and process a variety of documents according to established guidelines, policies, regulations, and timelines.

PREFERRED KNOWLEDGE, SKILLS, AND EXPERIENCE:

A preferred candidate will have demonstrated ability to apply agency regulations, requirements, and policies to specific situations; receive, review, and process a variety of documents according to established guidelines, policies, regulations, and timelines. The following skills and experience are preferred:

- Intermediate to advanced-level experience with Adobe Acrobat Pro and Microsoft Office Suite (i.e., Outlook, Word, Excel, PowerPoint).
- Excellent typing, grammar, writing, and communication skills. Exceptional proofreading and editing skills.
- This position requires a strong work ethic, a professional demeanor, and the ability to strictly adhere to confidentiality standards.
- Strong organizational skills, the ability to plan and prioritize tasks, and attention to detail.

SPECIAL NOTES AND REQUIREMENTS: Up to 10% travel may be required. Travel for Board meetings and hearings may be required. Use of personal vehicles may be required.

POSITION LOCATION AND WORK ENVIRONMENT: The position location is Reno, Nevada. Work is performed in a professional office setting during normal office hours of 8:00 a.m. to 5:00 p.m. on Monday through Friday.

TO APPLY:

Submit your resume with a letter of interest and three (3) professional references to:

Stephanie Bryant McGee
Executive Director
3740 Lakeside Drive, Suite 201
Reno, NV 89509
director@fb.nv.gov

Resumes will be accepted until recruitment needs are satisfied. Hiring may occur at any time during the recruitment process.

The Funeral and Cemetery Services Board is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.