

JOE LOMBARDO
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STATE OF NEVADA



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STATE CONTRACTORS BOARD

JOB OPPORTUNITY
Nevada State Contractors Board
Bond Coordinator
Reno, Nevada

Bond Coordinator

The Nevada State Contractors Board is seeking a full-time Bond Coordinator and requests all interested and qualified person to apply. The position reports to the Licensing Supervisor in Reno, Nevada.

The successful candidate will possess excellent communication and customer service skills, experience working in a professional office environment, ability to meet customer expectations in a positive and professional manner, and possess the ability to work in a fast-paced environment.

Duties and Responsibilities

- Ensure each licensee is in compliance with bonding requirements as outlined in Nevada law.
- Verify registration of surety companies.
- Accurately process bonds and related documents.
- Maintain accurate records.
- Provide bond records considered public records.
- Willing to perform all other duties as assigned.

Education and Experience

- Associates degree (A.A.) or equivalent from a two-year college or technical school; or six months to one-year related experience and/or training; or equivalent combination of education and experience.

Skills and Abilities

- Ability to effectively deal with all types of customers.
- Clearly communicate, both orally and in writing.
- Effectively operate a multi-line telephone system.
- Be well-organized and attentive to detail.
- Accurately type 50 wpm.
- Function effectively in high-pressure environment.
- Demonstrate proficiency in Microsoft Word and Excel.

Salary and Benefits

Starting annual salary is between \$41,640 - \$61,950, to be determined based on experience. Benefit package includes Medical, Dental, Vision, 401 and 457 pension plans. The Board is a quasi-State agency and employees are not participants in the Nevada P.E.R.S retirement program.

How to Apply

Interested persons may submit their resume to recruit2@nscb.state.nv.us