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STATE CONTRACTORS BOARD

JOB OPPORTUNITY **Nevada State Contractors Board** **Licensing Aide**

Recruitment open until filled
Office Hours: 7:00 am – 4:00 pm, Monday-Friday

Licensing Aide

The Nevada State Contractors Board is seeking a full-time Licensing Aide 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 an office environment, ability to meet customer expectations in a positive and professional manner, and possess the ability to multi-task in a fast-paced environment.

Duties and Responsibilities

- Review documents for accuracy and completeness, including financial documents.
- Preparation of professional correspondence.
- Prepare and print a variety of forms, reports and notices.
- Enters data from source documents and identifies related data components.
- Prepares documents for scanning into document imaging system.
- Answer incoming calls and responds to requests for information.
- Processes license renewals, license change requests and monitors insurance compliance.
- Willing to perform all other duties as assigned.

Education and Experience

- Associate's degree (A. A.) or equivalent from two-year college or technical school; or one to two years related experience and/or training; or equivalent combination of education and experience.
- Proficiency in the use of various computer applications such as Microsoft Word and Excel.

Skills and Abilities

- Knowledge of preparation of professional correspondence, including high level of proficiency in grammar, spelling and punctuation.
- Ability to apply fundamental accounting concepts to analyze financial information.
- Ability to read, analyze, and interpret documents, including governmental regulations.
- Ability to effectively and professionally deal with all types of customers.
- Clearly communicate, both orally and in writing.
- Ability to compile and write reports.
- Effectively operate a multi-line telephone system.
- Be well-organized and attentive to detail.

- Demonstrate proficiency in Microsoft Word and Excel.

Salary and Benefits

Starting annual salary is between \$40,850 - \$59,225; to be determined based on experience. Benefit package includes Medical, Dental, Vision, Long Term Disability, 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

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