

TEXAS BOARD OF NURSING

Position Description

August 2016

- I. TITLE: Administrative Assistant III – New/Accepted Student Process (0154) (A13)
- II. DEFINITION: Performs administrative support and/or technical program assistance work in maintaining the background check results for the New/Accepted Student process, the review and approval process of Declaratory Orders and NCLEX applications, and the scanning of approved and denied Declaratory Orders into laserfiche.
- III. QUALIFICATIONS:
 - A. Personal:
 1. High degree of personal integrity
 2. Self-reliant and uses independent judgement
 3. Motivated to accomplish assigned tasks efficiently and effectively
 4. Communicates effectively and respectfully with co-workers and public
 5. Neat in appearance
 6. Punctual
 7. Able to adapt to change
 8. Able to work effectively in a team environment to accomplish agency and department goals
 9. High degree of organization
 - B. Educational:

High school graduation or equivalent, including or supplemented by, courses and/or experience in office practices and administrative procedures, electronic communication systems, including use of computers, and data processing.
 - C. Knowledge:
 1. Proficient in managing large volumes of complex paperwork requiring time-sensitive processing
 2. Ability to establish and maintain effective working relationships with supervisor, peers, agency staff, and external customers
 3. Attention to detail
 4. Ability to handle confidential paperwork
 5. Thorough knowledge of appropriate office techniques and procedures
 6. Typing speed of 35 words per minute
 7. Capable of independent work with minimum supervision
 8. Knowledge of Board's rules and regulations
 9. Proficient with personal computer, word processing and various software packages
- IV. WORK SUPERVISED BY: Program Supervisor III

V. FUNCTIONS:

- A. Compose complex letters for New Student applicants and NCLEX applicants regarding background check results and current status of applications
- B. Respond to staff, general public, nursing school, and applicant inquiries regarding New Student/Applicant process, Declaratory Order process, NCLEX PN and RN exam process, Exam Department policies and procedures, and BON Rules and Regulations
- C. Coordinate the data collection and eligibility reviews of New Student and NCLEX applicants
- D. Maintain the scanning of approved and denied Declaratory Orders into laserfiche
- E. Process NCLEX-PN and NCLEX-RN applications and requests for special accommodations
- F. Approve applications for testing and transmit approval to testing vendor
- G. Contributes to the development and revisions of departmental policies and procedures
- H. Maintains effective communications with co-workers and supervisor to promote teamwork in accomplishing departmental and agency functions
- I. Perform other duties and assignments as necessary

VI. CONDITIONS OF EMPLOYMENT:

- A. Refer to personnel policies
- B. Non-exempt from the Fair Labors Standards Act