

TEXAS BOARD OF NURSING

Position Description
2016

February

- I. TITLE: Administrative Assistant III (0154) (A13)

- II. DEFINITION: Performs administrative support and/or technical program assistance work in managing the application and approval process for Texas RN and LVN graduates, Declaratory Order Petitioners and requests for accommodations under the Americans with Disabilities Act in the Operations Department.

- 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 with co-workers and public
 - 5. Neat in appearance
 - 6. Punctual

 - 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. Thorough knowledge of appropriate office techniques and procedures
 - 2. Typing speed of 35 words per minute
 - 3. Capable of independent work with minimum supervision
 - 4. Knowledge of Board's rules and regulations
 - 5. 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 & NCLEX applicants relating to problems on their applications.
 - B. Respond to staff, general public, nursing schools, and applicant inquiries regarding New Student/Applicant process, Declaratory Order process, NCLEX PN & RN exam process, Exam Department policies & procedures, and BON Rules & Regulations.
 - C. Coordinate the data collection and review of New Student & NCLEX applicants requiring eligibility reviews.

- D. Process NCLEX-PN & NCLEX-RN applications and requests for special accommodations.
- E. Approve applications for testing and transmit approval to testing vendor.
- F. Contributes to the development and revisions of departmental policies and procedures.
- G. Perform other duties and assignments as necessary.
- H. Maintains effective communications with co-workers and supervisor to promote teamwork in accomplishing departmental and agency functions.

VI. CONDITIONS OF EMPLOYMENT:

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