

TEXAS BOARD OF NURSING

Position Description

November 2016

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

II. **DEFINITION:** Interacts with agency servers and other resources to achieve routine data manipulation. Work involves post update review, track and/or locate missing documents, code documents, update appropriate data fields, research discrepancies and/or request clarification, log updates and perform update verification. Performs entry-level Operations task and assists with requests for Board Publications and Computerized List. May operate and train others on procedures used to perform assignments. Work under moderate supervision with moderate latitude for the use of initiative and independent judgement.

III. **QUALIFICATIONS:**

A. **Personal.**

1. High degree of personal integrity.
2. Flexible and able to adapt to change.
3. Motivated to accomplish assigned tasks efficiently and effectively.
4. Able to communicate respectfully and effectively with co-workers and the public.
5. Ability to prioritize and perform a series of procedural steps; to detect and resolve error conditions.
6. Reliable, punctual, and regular attendance is an essential job requirement.
7. Ability to move boxes and supplies weighing up to 30 lbs.

B. **Education.**

1. Graduation from a standard senior high school or equivalent.
2. Specialized training course in direct Data Manipulation Systems and/or considerable experience in data manipulation.

C. **Knowledge, Skills and Abilities.**

1. Knowledge and application of good office techniques.
2. Minimum two years of experience in Data Manipulation and Computer Systems.
3. Working knowledge of the operations being supported by Information Services.
4. Knowledge and application of procedures for controlling, logging, batching, and balancing data manipulation.
5. Skills in the use of electronic data, word processing equipment and software.
6. Ability to perform 10 key by touch with a minimum of errors.
7. Ability to type a net speed of at least 35 wpm with a minimum of errors (TWC Typing Test).

IV. **WORK SUPERVISED BY:** Program Supervisor VI and Administrative Assistant V

V. ESSENTIAL FUNCTIONS:

- A. Accurately and efficiently processes large volume of permits, licenses (temporary/permanent), name/address changes.
- B. Loads electronic data, reviews and validates reports, manipulates unprocessable files and/or updates load discrepancies. Reports problems, including missing media, to appropriate personnel and takes corrective measures.
- C. Maintains reports and logs.
- D. Performs other work assignments and duties as necessary

VI. ALTERNATE FOR: All areas of Information Services

VII. CONDITIONS OF EMPLOYMENT:

- A. Refer to Personnel Policies
- B. Position is covered under the Fair Labors Standards Act

