

## TEXAS BOARD OF NURSING

Position Description

February 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

**V. FUNCTIONS:**

- A. Performs routine data interpretation, manipulation and verification from a variety of source documents: includes pre-documentation preparation and post documentation verification, with a minimum of a 2% error rate.
- B. Loads electronic data, reviews and validates reports, manipulates non-processable file and/or update load discrepancies. Reports problems, including missing media, to appropriate personnel and take corrective measures.
- C. Productions of candidate reports (VUE, Permits, Etc.)
- D. Maintains and/or assists in maintaining all license print logs and balances appropriate log against license production reports. Maintains quarterly statistical data sheets on license printing.
- E. Produces and/or assists in the production of renewed licenses and initial licenses and certificates.
- F. Processes and/or assist with publication and electronic list order requests, including tracking logs and general correspondence.
- G. Assist incoming calls from customers requesting information on publications and computerized listings.
- H. Maintains dialogue with supervisor regarding failures, exceptions that occur and reports any unusual circumstances.
- I. Distributes webmaster emails.
- J. 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

