

TEXAS BOARD OF NURSING

Position Description

December,
2014

- I. TITLE: Administrative Assistant III - Eligibility (0154) (A13)
- II. DEFINITION: Performs complex technical and administrative support functions for the Department of Enforcement. Coordinates the completion of administrative support duties for the department. Assists with Criminal Background Check and Eligibility duties.
- III. QUALIFICATIONS:
- A. Personal
 1. High degree of personal integrity
 2. Self-reliant and exercises good judgment
 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
 1. High School Diploma or equivalent.
 2. Two years post high school training or experience in business practices to position including record keeping, typing and personal computers.
 - C. Knowledge
 1. Capable of independent work with minimum supervision.
 2. Ability to communicate orally and in writing.
 3. Typing of at least 45 words per minute.
 4. Ability to develop summary reports for use by staff and public.
 5. Ability to develop, coordinate and maintain record keeping and filing systems specifically pertaining to Fingerprint cards and Criminal History information.
 6. Knowledge of personal computers and ability to use software.
 7. Ability to develop policies and procedures.
 8. Ability to read and comprehend Criminal History reports
- relevant
- IV. WORK SUPERVISED BY: Program Supervisor V
- V. FUNCTIONS:
- A. Develop and maintain the department's record keeping and filing system specifically pertaining to Criminal History information
 - B. Assist in the development and maintenance of forms, form letters and policies and procedures.
 - C. Assist in the performance of administrative support services for the Department.
 - D. Perform administrative support duties related to the monitoring of licensees with positive hits on their Criminal Background checks.
 - E. Prepare and disseminate information to the public regarding the agency's programs and services.

- F. Respond to routine inquiries regarding rules, regulations and policies and procedures.
- G. Open, monitor and maintain correspondence for cases involving renewal issues pertaining to Criminal Background information, to include agreed orders, money receipt/return, and final disposition.
- H. Perform administrative support duties related to eligibility of students and endorsee's in coordination with the eligibility investigator.

VI. CONDITIONS OF EMPLOYMENT

Refer to personnel policies for other conditions of employment.

Position is not exempt from the Fair Labors Standards Act.

