

To All Applicants,

The Texas Board of Nursing has five vacant positions for License and Permit Specialists 2. They are:

- 1 License and Permit Specialist 2 working in our Licensing Department
- 1 License and Permit Specialist 2 working in our Endorsement Department
- 2 License and Permit Specialists 2 working in our Renewal Department
- 1 License and Permit Specialist 1 working in our APRN Department in Nursing

The job descriptions for each of these positions are shown below. To apply for any (or all) of these positions, please visit www.workintexas.gov, and submit a State of Texas Application for our License and Permit Specialist 2 positions, found at job vacancy number 14745493. Anyone who applies will be considered for all of the openings above. If you have questions or would like to specify which position you would prefer to be considered for, please contact Steve Zimmerman at steven.zimmerman@bon.texas.gov, or (512) 305-6880.

BOARD OF NURSE EXAMINERS FOR THE STATE OF TEXAS

Position Description

August 2021

- I. TITLE: License and Permit Specialist II - Exam (0171) (B14)
- II. DEFINITION: Provides moderately complex technical and administrative assistance to the Program Supervisor IV. Performs a variety of technical-administrative duties and is responsible for Licensing activities.
- III. QUALIFICATIONS:
 - A. Personal
 1. High degree of personal integrity and is self-reliant and uses independent judgement
 2. Motivates to accomplish assigned tasks efficiently and effectively
 3. Highly organized and able to prioritize
 4. Communicates respectfully and effectively with co-workers and public
 5. Neat in appearance and punctual
 6. Maintains customer service attitude
 7. Flexible and able to adjust to change
 - B. Education

Graduation from a standard senior high school or equivalent. Two years of college preferred.
 - C. Knowledge, Skills and Abilities
 1. Knowledge of departmental organization
 2. Knowledge of appropriate office techniques, equipment, and procedures
 3. A minimum of four years of experience with personal computers and word processing software
 4. Ability to establish and maintain effective working relationships with supervisor and other agency personnel
- IV. WORK SUPERVISED BY: Program Supervisor IV
- V. FUNCTIONS:
 - A. Licensing
 1. Will process NCLEX Applications and supporting documentation (CES Reports, Affidavits of Graduation, Licensure Verifications, English Proficiency Reports).
 2. Will process Endorsement, Renewal, and Reinstatement Applications & supporting documentation as needed.
 3. Will process Continuing Education Audits & Licensure Verification Requests as needed.
 4. Serves as backup to licensing staff when vacancies occur, in emergencies and as other needs arise.
 5. Serves as resource to agency staff regarding licensing issues & procedures.
 6. Serve as licensing troubleshooter.
 7. Maintains and supports open communication to promote teamwork in

accomplishing department functions.

- B. Supports smooth functioning and operations of department
 - 1. Maintains records according to Records Retention Schedule.
 - 2. Assists other members in Operations Team to accomplish department's functions and activities, e.g. Department meetings, phone relief, etc.
 - 3. Assures work requirements are completed within time limits established; anticipates delays in completion date and makes alternative plan and/or notifies supervisor.
 - 4. Represents Licensing Department on agency committees as assigned.
 - 5. Prepares special reports regarding licensing information and trends.
 - 6. Understands and clearly interprets policies and procedures regarding the licensing requirements and processes to other staff and public.
- C. Provides administrative services as needed.
 - 1. Provides clear and understandable written and email correspondence in a timely manner to requests for information regarding agency and department issues.
 - 2. Performs complex typing of written materials, including forms, tables, records.
 - 3. Responds respectfully and effectively to department callers and walk-ins to agency in a timely manner.
 - 4. Files records, forms, and other department materials in organized and readily accessible manner.
 - 5. Performs other work related duties assigned.

VI. CONDITIONS OF EMPLOYMENT

Refer to human resource manual

This position is not exempt from the Fair Labor Standards Act

BOARD OF NURSE EXAMINERS FOR THE STATE OF TEXAS

Position Description

August 2021

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- II. DEFINITION: Provides moderately complex technical and administrative assistance to the Program Supervisor IV. Performs a variety of technical-administrative duties and is responsible for Licensing activities.
- III. QUALIFICATIONS:
 - A. Personal
 1. High degree of personal integrity and is self-reliant and uses independent judgement
 2. Motivates to accomplish assigned tasks efficiently and effectively
 3. Highly organized and able to prioritize
 4. Communicates respectfully and effectively with co-workers and public
 5. Neat in appearance and punctual
 6. Maintains customer service attitude
 7. Flexible and able to adjust to change
 - B. Education

Graduation from a standard senior high school or equivalent. Two years of college preferred.
 - C. Knowledge, Skills and Abilities
 1. Knowledge of departmental organization
 2. Knowledge of appropriate office techniques, equipment, and procedures
 3. A minimum of four years of experience with personal computers and word processing software
 4. Ability to establish and maintain effective working relationships with supervisor and other agency personnel
- IV. WORK SUPERVISED BY: Program Supervisor IV
- V. FUNCTIONS:
 - A. Licensing
 1. Will process Endorsement Applications and supporting documentation (Licensure Verifications, English Proficiency Reports, CES Reports).
 2. Will process NCLEX, Renewal, and Reinstatement Applications & supporting documentation as needed.
 3. Will process Continuing Education Audits & Licensure Verification Requests as needed.
 4. Serves as backup to licensing staff when vacancies occur, in emergencies and as other needs arise.
 5. Serves as resource to agency staff regarding licensing issues & procedures.
 6. Serve as licensing troubleshooter.
 7. Maintains and supports open communication to promote teamwork in

accomplishing department functions.

- B. Supports smooth functioning and operations of department
 - 1. Maintains records according to Records Retention Schedule.
 - 2. Assists other members in Operations Team to accomplish department's functions and activities, e.g. Department meetings, phone relief, etc.
 - 3. Assures work requirements are completed within time limits established; anticipates delays in completion date and makes alternative plan and/or notifies supervisor.
 - 4. Represents Licensing Department on agency committees as assigned.
 - 5. Prepares special reports regarding licensing information and trends.
 - 6. Understands and clearly interprets policies and procedures regarding the licensing requirements and processes to other staff and public.
- C. Provides administrative services as needed.
 - 1. Provides clear and understandable written and email correspondence in a timely manner to requests for information regarding agency and department issues.
 - 2. Performs complex typing of written materials, including forms, tables, records.
 - 3. Responds respectfully and effectively to department callers and walk-ins to agency in a timely manner.
 - 4. Files records, forms, and other department materials in organized and readily accessible manner.
 - 5. Performs other work related duties assigned.

VI. CONDITIONS OF EMPLOYMENT

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This position is not exempt from the Fair Labor Standards Act

TEXAS BOARD OF NURSING

Position Description

August 2021

- I. Title: Licensing and Permit Specialist II (0171) (B14)
- II. Definition: Provides moderately complex administrative and licensing work to the APRN department. Receives and reviews applications and documents for Advanced Practice Registered Nurse licensure and Prescriptive Authority and performs a variety of advanced administrative procedures for the Nursing department. Communicates with internal and external customers relating to APRN licensing procedures and requirements. Provides administrative support to Advanced Practice and Nursing Practice Advisory Committees, as well as other committees and work groups. Assists Nursing Consultants with reports and work activities as required. Assists with other departmental projects/activities as required or assigned. Works under general supervision, with limited latitude for the use of initiative and independent judgment.
- 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. Highly organized and able to prioritize
 5. Attentive to detail
 6. Communicates respectfully and effectively with co-workers and the public
 7. Neat in appearance
 8. Punctual
 9. Team oriented to accomplish department and agency goals.
- B. Educational:
- Graduation from a standard senior high school or equivalent. Two years of college course work preferred.
- C. Knowledge, Skills and Abilities:
1. Knowledge of appropriate office techniques, equipment, and procedures
 2. Capable of independent work with minimal supervision
 3. Ability to respond to internal and external inquiries in a timely and thorough manner
 4. Ability to use computer hardware and software
 5. Excellent communication skills
 6. Use of Microsoft Office Suite

IV. Work Supervised by: Program Supervisor VI for APRN Licensure

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V. Functions:

- A. Oversees and updates processing and record keeping of Advanced Practice Registered Nurse licensure and Prescriptive Authority in an accurate and efficient manner
 - 1. Assists with department correspondence, filing, and delivery of mail and materials
 - 2. Collects and maintains pertinent statistics/data regarding Advanced Practice Registered Nurses and other needed information on nursing practice activities.
 - 3. Seeks resources to accomplish workload activities as necessary
- B. Assists in the approval of select and assigned Advanced Practice Registered Nurse licenses and permits, and prescriptive authority based on state statutes, administrative codes, and agency policies/procedures at the direction of the supervisor
 - 1. Initial screening and review of Advanced Practice Registered Nurse and Prescriptive Authority applications and supporting documents
 - 2. Assists with administration of waiver process for electronic prescribing as required by state law.
 - 3. Consults with the Nurse Consultants and supervisor when necessary
- C. Prepares notices, correspondence, and reports related to license and permit activities and compliance
 - 1. Responds to Advanced Practice Registered Nurse licensure inquiries, and assigns or transfers calls and emails to appropriate person when required
 - 2. Maintains effective communication with co-workers and supervisors to promote teamwork in accomplishing departmental and agency functions.
- D. Maintains records according to Record Retention Schedule
- E. May train departmental staff as assigned
- F. Provides administrative support within department and agency as assigned
 - 1. Supports Advanced Practice and Nursing Practice Advisory Committees, and other meeting and workgroups of the Department
 - 2. Serves on agency committees as assigned
 - 3. Assists Nursing Consultants and supervisor with Nursing Department activities/projects as assigned, such as workshops and webinars
 - 4. Participates in cross-training activities in the Professional Nursing Department and throughout the Agency as assigned
- G. Completes assigned activities; anticipates delays in completion dates and makes alternative plans and/or notifies supervisor

H. Performs other duties as assigned

VI. Conditions of Employment:

A. Refer to personnel policies.

B. Position is non-exempt from the Fair Labor Standards Act

BOARD OF NURSE EXAMINERS FOR THE STATE OF TEXAS

Position Description

August 2021

- I. TITLE: License and Permit Specialist II - Renewal (0171) (B14)
- II. DEFINITION: Provides moderately complex technical and administrative assistance to the Program Supervisor IV. Performs a variety of technical-administrative duties and is responsible for Licensing activities.
- III. QUALIFICATIONS:
 - A. Personal
 1. High degree of personal integrity and is self-reliant and uses independent judgement
 2. Motivates to accomplish assigned tasks efficiently and effectively
 3. Highly organized and able to prioritize
 4. Communicates respectfully and effectively with co-workers and public
 5. Neat in appearance and punctual
 6. Maintains customer service attitude
 7. Flexible and able to adjust to change
 - B. Education

Graduation from a standard senior high school or equivalent. Two years of college preferred.
 - C. Knowledge, Skills and Abilities
 1. Knowledge of departmental organization
 2. Knowledge of appropriate office techniques, equipment, and procedures
 3. A minimum of four years of experience with personal computers and word processing software
 4. Ability to establish and maintain effective working relationships with supervisor and other agency personnel
- IV. WORK SUPERVISED BY: Program Supervisor IV
- V. FUNCTIONS:
 - A. Licensing
 1. Will process APRN, LVN, and RN Renewal and Reinstatement Applications and supporting documentation.
 2. Will process Continuing Education Audits & Licensure Verification requests.
 3. Will process NCLEX and Endorsement Applications & supporting documentation as needed.
 4. Serves as backup to licensing staff when vacancies occur, in emergencies and as other needs arise.
 5. Serves as resource to agency staff regarding licensing issues & procedures.
 6. Serve as licensing troubleshooter.
 7. Maintains and supports open communication to promote teamwork in accomplishing department functions.

- B. Supports smooth functioning and operations of department
 - 1. Maintains records according to Records Retention Schedule.
 - 2. Assists other members in Operations Team to accomplish department's functions and activities, e.g. Department meetings, phone relief, etc.
 - 3. Assures work requirements are completed within time limits established; anticipates delays in completion date and makes alternative plan and/or notifies supervisor.
 - 4. Represents Licensing Department on agency committees as assigned.
 - 5. Prepares special reports regarding licensing information and trends.
 - 6. Understands and clearly interprets policies and procedures regarding the licensing requirements and processes to other staff and public.
- C. Provides administrative services as needed.
 - 1. Provides clear and understandable written and email correspondence in a timely manner to requests for information regarding agency and department issues.
 - 2. Performs complex typing of written materials, including forms, tables, records.
 - 3. Responds respectfully and effectively to department callers and walk-ins to agency in a timely manner.
 - 4. Files records, forms, and other department materials in organized and readily accessible manner.
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