

TEXAS BOARD OF NURSING JOB VACANCY ANNOUNCEMENT

Job Title	Licensing and Permit Specialist 2	Closing Date	Posted until Filled
Reports To	Program Supervisor IV	Posting Number	BON 20-07
Salary Group	B14 \$2,600 to \$3,000 per month	Schedule	Full Time
Insurance Waiting Period	60 Day Waiting Period for Health Coverage for New Employees	Vacancies	3
Military Crosswalk			
Army	None	Navy	SN,YN,YNS
Air Force	3F5X1	Marines	0100,0111, 0102, 0170
Coast Guard	YN		
General Description			
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.			
Duties and Responsibilities			
<p>Licensing: Process nurse renewal, endorsement and examination applications. Processes continuing education audits. Serves as a backup to licensing staff when vacancies occur, in emergencies, and as other needs arise. Serves as resource to agency staff regarding licensing issues. Serves as licensing troubleshooter. Maintains and supports open communication to promote teamwork in accomplishing department functions. Department Operations: Supports smooth function and operation of department. Maintains records according to Records Retention Schedule. Assists other members in Operations Team to accomplish department's functions and activities, such as Department meetings, phone coverage, etc. Assures work requirements are completed within time limits established, anticipates delays in completion date and makes alternative plans and/or notifies supervisor. Represents licensing department on agency committees as assigned. Prepares special reports regarding licensing information and trends. Understands and clearly interprets policies and procedures regarding the licensing requirements and processes to other staff and public. Administrative Service: Provides clear and understandable written and email correspondence in a timely manner to requests for information regarding agency and department issues. Performs complex typing of written materials, including forms, tables and records. Responds respectfully and effectively to department callers and walk-ins to agency in a timely manner. Files records, forms, and other department materials in an organized and readily accessible manner. Performs other work related duties assigned.</p>			
Knowledge, Skills and Abilities			
Knowledge of departmental organization, appropriate office techniques, equipment and procedures. A minimum of two years experience with personal computers and word processing software. Ability to establish and maintain effective working relationships with supervisor and other agency personnel.			
Certification Requirements			
None			
Education and Experience Requirements			
Graduation from high school or equivalent. Two years of college preferred.			
Environment/Physical Conditions			
Work is typically carried out in a normal, environmentally controlled indoor office setting.			
How To Apply			

Applications must be submitted through www.workintexas.com

The Texas Board of Nursing is an Equal Employment Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, genetic information, or status as an individual with a disability or protected veteran in its hiring and recruitment process. Veterans' and former foster youth employment preferences are granted as required by law.