

TEXAS BOARD OF NURSING JOB VACANCY ANNOUNCEMENT

Job Title	License and Permit Specialist 2	Closing Date	Posted until Filled
Reports To	Licensing Manager (Operations) or Program Supervisor VI (Nursing)	Posting Number	21-11
Salary Info	PayGroup A15, \$2,600 to \$3,300	Schedule	Full Time
Insurance Waiting Period	60 Day Waiting Period for Health Coverage	Number of Positions	5
Military Crosswalk			
Army	None	Navy	SN,YN, YNS
Air Force	3F5X1	Marines	0100,0111,0102, 0170
Coast Guard	YN		
General Description			
<p>Performs moderately complex (journey-level) licensing and permitting work. Work involves receiving and reviewing license and permit applications; ensuring compliance with applicable policies, administrative codes, and statutes; communicating with external and internal customers; and approving license and permit applications. Works under general supervision, with limited latitude for the use of initiative and independent judgment.</p>			
Duties and Responsibilities			
<p>Receives and reviews license and permit applications, revisions, and renewals. Inputs license and permit applications, payments, and required technical data for licenses and permits into appropriate computer applications, databases, and systems. Issues licenses and permits, collects license and permit fees, and reimburses fees to denied applicants.</p> <p>Maintains records associated with license and permit applications, fee payments, and violations, and completes necessary forms to approve or deny license and permit applications. Monitors license and permit applications, contract registrations, zoning, inspections, other permits, and requests for appropriate routing or processing needed to approve license or permits.</p> <p>Provides administrative and technical assistance related to license and permit requirements to the general public, agency staff, and government and elected officials; answers questions and explains licensing and permit codes; and supplies information regarding license and permit processing, policies, and procedures.</p> <p>Assists in approving applications for licenses and permits based on state regulations, administrative codes, and agency policies and procedures. Assists in maintaining program data related to licensed or permitted activities. Assists in preparing notices, correspondence, memos, and reports related to license and permit activities and compliance.</p>			
Knowledge, Skills and Abilities			
<p>Knowledge of office practices; of administrative and technical procedures; and of applicable policies, administrative codes, and statutes. Skill in the use of standard office equipment, computers, and computer software. Ability to respond to public inquiries in a timely manner; to implement administrative and technical procedures; to interpret applicable laws, rules, regulations, policies, and procedures; and to communicate effectively.</p>			
Education and Experience Requirements			
<p>Graduation from a standard senior high school or equivalent. Two years of college preferred.</p>			
Environment/Physical Conditions			
<p>Work is typically carried out in a normal, environmentally controlled indoor office setting.</p>			
How To Apply			
<p>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.</p>			