

TEXAS BOARD OF NURSING JOB VACANCY ANNOUNCEMENT

To apply, complete a State of Texas Application at WorkinTexas.com

Job Title	Administrative Assistant V	Closing Date	When Filled
Reports To	Manager II	Posting Number	22-17 (Total of 4 Vacancies)
Salary Group	A17, \$3,081.34 to \$4,866.58 per month	Schedule	Full Time
Insurance Waiting Period	At least 60 days from start date	Travel	Must be willing to travel within the State of Texas

Military Crosswalk

Army	15P, 42A, 56M, 68G, 420A	Navy	AZ, LS, LSS, MC, PS, RP, SN, YN, YNS, 741X
Air Force	3F5X1, 8A200	Marines	0100, 0111, 3372, 3381, 6046, 0170, 4430
Coast Guard	YN, PERS		

General Description

Provides complex technical and administrative assistance to the Enforcement Department. Work involves performing technical and administrative support to the Enforcement Management Team. Works under limited supervision with considerable latitude for the use of initiative and judgment.

Duties and Responsibilities

Creates and prepares monthly statistical data for Enforcement, Serve as department "trouble shooter". Oversees high level administrative operations of the department, including assisting the management team with case reviews, agreed orders, dispositions forms, SOAH exhibit preparation and general investigation correspondence. Prepares multi-state disciplinary report for the Director of Enforcement. Schedules and supervises temporary contract administrative assistance. Compiles and interprets data and prepares complex summary reports/charts/graphs for use by staff, the board, the legislature and the public.

Responds to routine inquiries regarding rules, regulations, policies and procedures. Provides back-up support to other departments as needed. Develops, coordinates and maintains record keeping and filing systems. May develop departmental training materials. Performs other work related duties as assigned by Enforcement Management.

This position is not exempt from the Fair Labor Standards Act

Knowledge, Skills and Abilities

High degree of personal integrity. Self-reliant and motivated to accomplish tasks efficiently and effectively. Sound judgment and critical thinking skills. Highly organized and able to prioritize tasks based on level of importance. Must be able to communicate effectively and respectfully. Punctual.

Education and Experience Requirements

Bachelor Degree in related field from an accredited university or college required. Two years of executive level administrative experience may be substituted for every one year of college.

Environment/Physical Conditions

This position is based in our downtown office in Austin, Texas. The work for this position will be primarily performed in this downtown office location, but occasional travel may be required. Work typically takes place in an environmentally controlled office setting.

How To Apply

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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.