

TEXAS BOARD OF NURSING JOB VACANCY ANNOUNCEMENT

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

Job Title	Admin Assistant IV	Closing Date	When Filled
Reports To	Program Supervisor	Posting Number	21-6
Salary Group	A15 \$2,748 to \$4,337.08 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	3F1X1, 8A200	Marines	0100,0111,3372, 3381, 6046
Coast Guard	YN, PERS		

General Description

Performs complex administrative support and/or technical program assistance to the Program Supervisor in managing student criminal background check process.

Duties and Responsibilities

Assist in the development and maintenance of forms, form letters and policies and procedures. Assist in the development of retention policies and procedures for the Enforcement. Department=s records.
 Maintain the Enforcement Department=s records according to the State Records Retention Schedule. Assistant in the performance of administrative support services for the department. Open, monitor and maintain correspondence for cases involving renewal issues pertaining to Criminal Background information, to include agreed orders and final dispositions.
 Perform administrative support duties related to eligibility of students and endorsee=s in coordination with the eligibility investigators. Assist Supervisors with escalated phone calls. Maintain effective communication with co-workers to promote teamwork in the accomplishing departmental and agency function. Perform other duties and assignment as necessary.

Knowledge, Skills and Abilities

Thorough knowledge of appropriate office techniques and procedures. Typing speed of 40 words per minutes (TWC Typing Test). Capable of independent work with minimum supervision. Knowledge of Board's rules and regulations. Proficient with personal computer, word processing and various software packages.

Education and Experience Requirements

High school graduation or equivalent, including or supplemented by, courses and/or experience in office practices and administrative procedures, electronic communication systems, including use of computers, and data processing.

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.