

TEXAS BOARD OF NURSING JOB VACANCY ANNOUNCEMENT

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

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| Job Title | License and Permit Specialist IV (Renewal) | Closing Date | When Filled |
| Reports To | Program Supervisor IV | Posting Number | 22-18 |
| Salary Group | B18, \$3,293.42 to \$5,370.75 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

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|-------------|----------|---------|------------------|
| Army | None | Navy | SN, YN, YNS |
| Air Force | 3F5X1 | Marines | 0100, 0111, 0170 |
| Coast Guard | YN, PERS | | |

General Description

Provides complex technical-administrative assistance to the Program Supervisor IV. Performs a variety of technical-administrative duties and is responsible for Licensing activities.

Duties and Responsibilities

Licensing-Will process APRN/RN/LVN renewal applications. Will process continuing education audits. Serves as backup to licensing staff when vacancies occur, in emergencies and as other needs arise. Serves as resource to agency staff regarding licensing issues. Serve as licensing troubleshooter. Maintains and supports open communication to promote teamwork in accomplishing department functions.

Assists Program Supervisor- Keeps Department Supervisor informed of daily workload events, changes or needs. Will review and revise Licensing Department policies and procedures. Recommends and assists with changes to licensing rules.

Supports smooth functioning and operations of department. Maintains records according to Records Retention Schedule. Assists other members in Operations Team to accomplish department's functions and activities, e.g. Department meetings, phone relief, etc.

Assures work requirements are completed within time limits established; anticipates delays in completion date and makes alternative plan 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.

Provides administrative services as needed. 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, 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 organized and readily accessible manner. Performs other work related duties assigned. May supervise the work of others

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 with coworkers and public. Able to maintain positive customer service attitude. Ability to respond positively to constructive criticism. Able to handle change and stressful situations.

Education and Experience Requirements

Graduation from a standard senior high school or equivalent. Two years of college preferred. Must have at least two years of experience performing technical or administrative duties in a regulatory setting. Minimum of four years experience with personal computers and work processing software.

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.