

TEXAS BOARD OF NURSING

Position Description

- I. TITLE: Administrative Assistant IV - (0156) (A15)
- II. Definition: Provides advanced administrative support to the agency and Legal Department. Work involves coordinating legal and administrative support and maintaining communication with clients, attorneys, agencies, and the general public. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.
- III. **Qualifications:**
- A. **Personal**
- 1) High degree of personal integrity
 - 2) Dependable
 - 3) Self-reliant and uses independent judgement
 - 4) Motivated to accomplish assigned tasks efficiently and effectively
 - 5) Highly organized and able to prioritize
 - 6) Excellent communication skills
 - 7) Punctual
- B. Qualifications: High School diploma or equivalent required. Associates Degree or two years of post high school education preferred.
- C. **Knowledge, Skills and Abilities**
- 1) Capable of independent work with minimal supervision
 - 2) Ability to prioritize work tasks
 - 3) Excellent oral and written communication skills
 - 4) Ability to develop and prepare reports for use by staff and the public
 - 5) Knowledge of personal computers and document preparation procedures
 - 6) Ability to hold information confidential
- IV. **Functions/Duties**
- A) Respond to Open Records requests as point of contact for agency.
 - B) Assist in preparing responses to legislation inquiries and referrals to Office of Attorney General for opinion.
 - C) Compile statistical data for quarterly reports.
 - D) Prepare and disseminate information to the legal department.
 - E) Respond to routine inquiries regarding legal procedures.
 - F) Assist in the performance of administrative support services for the Department.
 - G) Develop, coordinate and maintain record keeping and filing systems.
 - H) Performs other work related duties as assigned.

V. Work supervised by: Legal Assistant IV

VI. Conditions of Employment

- A) Refer to personnel manual for other conditions of employment.
- B) This position is not exempt from the Fair Labor Standards Act.