

TEXAS STATE BOARD OF PHARMACY

c/o Health Professions Council
333 GUADALUPE ST, STE 2-220
AUSTIN, TEXAS 78701
(512) 305-8550; (512) 305-8553 fax

JOB VACANCY NOTICE License & Permit Specialist III Salary Group A16

Listing No. TBP10-004

Opening Date: September 11, 2009

Closing Date: September 25, 2009

Functional Title: Licensing Specialist – Exam/Interns
Type: Full-Time
Beginning Salary: \$2,803/month
Refer To: Carol Willess

JOB DESCRIPTION:

The Texas State Board of Pharmacy (TSBP) is seeking a highly motivated individual to perform complex licensing work requiring application of agency rules and regulations, in processing new applicants for licensure. Worker is responsible for certifying the eligibility of applicants for licensure, and timely notification of grades to applicants. Work includes reviewing and processing all applications for licensure by examination, reciprocity and score transfer; reviewing mail; answering correspondence; and giving information and instructions to all applicants and other interested parties. Worker may review and process all student intern (including intern trainee) and extended intern applications. Worker is expected to exercise vigilance in maintaining files and records both manually and on the computer. Worker is expected to establish and sustain positive working relationship with co-workers, colleges, applicants, and other state boards of pharmacy.

Works under the general supervision of the Licensing Program Specialist. Work is subject to review by team leader, but it is generally received only when work is new, critical or unusually complex.

MINIMUM QUALIFICATIONS (License, Education, Experience):

Completion of requirements for graduation from a standard senior high or vocational school plus two years of college level work in job related field. (One year of appropriate experience may be substituted for one year of college on a year-for-year basis.)

Experience must reflect two years of responsible duties in administrative support and customer service work. Must have demonstrated ability of use of office equipment and personal computers, including word processing and data entry. Knowledge of Microsoft WORD is preferred. Must be able to demonstrate knowledge of business English, including terminology, spelling, and grammar. Supervisory experience preferred.

Applicant must be eligible, as determined by the Texas Department of Public Safety, to access criminal history records. Must pass state and/or national fingerprint identification checks.

REMARKS

Application must be submitted with a cover letter that focuses on the applicant's unique qualifications for the position. Applicants who are selected for interviews will be required to provide an official college transcript if college level education is indicated on application. Must submit a State of Texas employment application. Application must be completed with all requested information. Incomplete & unsigned applications will not be considered. Resume may supplement, not replace application.

Contact the Health Professions Council at 512/305-8550 for a detailed copy of job description and state of Texas application form. Job description may also be downloaded from the TSBP

<http://www.tsbp.state.tx.us>.

The State of Texas application form may be downloaded from the Texas Workforce Commission's web site: <http://www.twc.state.tx.us/jobs/job.html>. **Mail or fax completed applications to: Health Professions Council, 333 Guadalupe St, Ste 2-220, Austin Texas 78701, FAX 512/305-8553.**

This job is covered by the Fair Labor Standards Act (FLSA). Employees in jobs covered by FLSA who actually work in excess of 40 hours in a workweek receive time off at a time-and-one-half rate as the primary method of compensation in lieu of cash payment.

An Equal Employment Opportunity Employer

TSBP does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status.

TEXAS STATE BOARD OF PHARMACY

POSITION TITLE:	Licensing Specialist – Exam & Intern
DIVISION:	Administrative Services & Licensing
SUPERVISOR:	Director of Administrative Services & Licensing
TEAM LEADER:	Licensing Administrator
STATE CLASSIFICATION TITLE:	License and Permit Specialist III
STATE CLASSIFICATION NO:	0172
STATE PAY GROUP:	A16
FLSA STATUS:	Non-Exempt

GENERAL POSITION SUMMARY:

Performs complex licensing work requiring application of agency rules and regulations, in processing new applicants for licensure. Worker is responsible for certifying the eligibility of applicants for licensure, and timely notification of grades to applicants. Work includes reviewing and processing all applications for licensure by examination, reciprocity and score transfer; reviewing mail; answering correspondence; and giving information and instructions to all applicants and other interested parties. Worker may review and process all student intern (including intern trainee) and extended intern applications. Worker is expected to exercise vigilance in maintaining files and records both manually and on the computer. Worker is expected to establish and sustain positive working relationship with co-workers, colleges, applicants, and other state boards of pharmacy.

REPORTING RELATIONSHIPS:

Works under the general supervision of the Licensing Program Specialist. May train and supervise one or more assistants. Work is subject to review by team leader, but it is generally received only when work is new, critical, unusually complex or unprecedented.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Participates in program planning, development and implementation of the Examination/Internship program.

Reviews all applications for pharmacist licensure for completeness and to determine the eligibility of each applicant.

Certifies the eligibility of applicants for licensure, and timely notification of grades to applicants; data enter address changes; and name changes of all applicants.

Review and evaluate criminal history records to determine if referral to Enforcement is necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES (continued):

Creates applicant files, data enters all applicant information into computer system, notifies applicant of any incomplete information and/or eligibility.

Process and verify examination and reciprocity results and notifies applicant of licensure status.

Responds to written and verbal inquiries regarding the pharmacist intern and licensure program and applicable agency rules.

Provides technical assistance and customer service support to program staff, for the Examination/Internship Program.

Works with and speaks to colleges of pharmacy students regarding the intern and licensure process.

May review applications for student internship (including intern trainees), and extended internship for completeness and to determine the eligibility of each applicant.

May register all qualified student interns (including intern trainees) and extended interns; data enter address changes; name changes, and maintain internship hours of all applicants.

Maintain files in an easily retrievable manner and prepare records for storage and/or destruction in accordance with the Agency Records Retention Plan.

Recommends activities to produce a more effective program.

Develop policies and procedures as required.

Prepares and distributes statistical analysis of examination results and periodic reports as required.

Complies with all agency personnel policies, including regular attendance.

Provides primary technical backup support to all licensing areas.

Assists in training, supervising and coordinating work of licensing personnel.

May supervise and/or assist in the implementation of special projects.

KNOWLEDGE, SKILLS AND ABILITIES:

- Professional telephone demeanor
- Good communication skills, both written and oral
- Knowledge of state regulations regarding licensing procedures
- Skill at reviewing documents for completeness and accuracy
- Excellent grammar and vocabulary
- Accuracy and attention to detail and deadlines.
- Interpersonal skills to interact with a variety of contacts professionally and tactfully
- Ability to maintain confidentiality.
- Ability to access, input, and retrieve information from the computer; good data entry skills.
- Ability to maintain effective working relationships with other employees.
- Memory skills.

EDUCATION AND EXPERIENCE REQUIREMENTS:

Completion of requirements for graduation from a standard senior high or vocational school plus two years of college level work in job related field. (One year of appropriate experience may be substituted for one year of college on a year-for-year basis.)

Applicant must be eligible, as determined by the Texas Department of Public Safety, to access criminal history records. Must pass state and/or national fingerprint identification checks.

Experience must reflect two years of responsible duties in administrative support work and customer service. Must have demonstrated ability of use of office equipment and personal computers, including word processing and data entry. Knowledge of Microsoft WORD is preferred. Must be able to demonstrate knowledge of business English, including terminology, spelling, and grammar. Supervisory experience preferred.

LICENSE REQUIRED: None required.

ENVIRONMENTAL/PHYSICAL CONDITIONS:

Normal office environment. Tobacco free work place. Sitting and operating a personal computer for long periods of time. Correctly lift up to 25 pounds. Physical conditions will require a person with sufficient stamina to maintain a constant high level of concentration, frequently intense with many interruptions, for long periods of time.

The specific statements shown in each section of this position description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job