

**TEXAS STATE BOARD OF PHARMACY**  
**333 GUADALUPE ST, STE 3-600**  
**AUSTIN, TEXAS 78701**  
**(512) 305-8001**  
**<http://www.tsbp.state.tx.us>**

**JOB VACANCY NOTICE**  
**License & Permit Specialist III**  
**Salary Group A16**

Listing No. TBP14-004

Opening Date: August 28, 2013

Closing Date: September 11, 2013

Functional Title: Licensing Specialist -Pharmacy  
Type: Full-Time  
Beginning Salary: \$2,853 - \$2,960 per 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 applications for pharmacy licensure. Work includes verifying application data for completeness and accuracy, determining eligibility of applicants for ongoing renewal, and distribution of license permits. Other work includes answering correspondence, reviewing mail and giving information and instructions to licensees, other government agencies and the general public. Worker is expected to exercise vigilance in maintaining and updating files, both manually and on the computer.

**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.)

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 and customer service support work. Must have demonstrated ability of use of office equipment and personal computers, including word processing and data entry. Knowledge of Microsoft WORD and Excel is preferred. Must be able to demonstrate knowledge of business English, including terminology, spelling, and grammar. Supervisory experience preferred.

**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. Applicant must be eligible and authorized to work in the United States. Application must be received by 5:00 pm on closing date noted above. Job description & state of Texas application may be downloaded from the TSBP website:

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

Mail or fax completed applications to: Texas State Board of Pharmacy, 333 Guadalupe St, Ste 3-600, Austin Texas 78701, FAX 512/305-8009.

*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 - Pharmacy  
**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:** B-16  
**FLSA STATUS:** Non-Exempt  
**GENERAL POSITION SUMMARY:**

Performs complex licensing work requiring application of agency rules and regulations, in processing applications for pharmacy licensure. Work includes verifying application data for completeness and accuracy, determining eligibility of applicants for ongoing renewal, and distribution of license permits. Other work includes answering correspondence, reviewing mail and giving information and instructions to licensees, other government agencies and the general public. Worker is expected to exercise vigilance in maintaining and updating files, both manually and on the computer.

## **REPORTING RELATIONSHIPS:**

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.

## **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

Participates in program planning, development and implementation of the Pharmacy Licensing Program (including the Remote Pharmacy Program) including the Texas Online Program.

Receives, reviews for accuracy, and approve all pharmacy renewal applications (paper and electronic), ascertains that all requirements have been met.

Receives, reviews for accuracy, and approve all pharmacy applications for changes of location and name, ascertains that all requirements have been met.

Organize and coordinate mailing of monthly renewal notifications, reminder letters and licenses to pharmacies in accordance with established deadlines.

Receives "new open" notifications from pharmacies and mails-out pharmacy permits accordingly; monitors compliance with rules and regulations regarding operating a pharmacy within 6-months of license issue date.

**PRINCIPAL DUTIES AND RESPONSIBILITIES: continued**

Receives, reviews for accuracy and approve all change of managing officer applications.

Verifies and/or data enters all pharmacist-in-charge employment changes into the computer system.

Monitors, review and evaluate criminal history records to determine if referral to Enforcement is necessary.

Responds to written and verbal inquiries regarding pharmacy licensure; interprets and disseminates information regarding applicable agency rules and regulations.

Provides primary support to new Pharmacy Licensing, and secondary technical assistance and customer service support to all licensing areas.

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

Recommends activities to produce a more effective program.

Develops policies and procedures as required.

Complies with all agency personnel policies, including regular attendance.

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

May supervise 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.)

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 and Excel 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.

**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.*