TEXAS STATE BOARD OF PHARMACY

333 GUADALUPE ST, STE 3-600-21
AUSTIN, TEXAS 78701
512.305.8001
http://www.tsbp.state.tx.us

JOB VACANCY NOTICE

Administrative Assistant V (0158)

Salary Group A17

Listing No.	TBP14-009	Opening Date: October 7, 2013
Functional Title:	Sr. Administrative Assistant	Closing Date: October 22, 2013
Type:	Full-Time	
	Beginning Salary: $3,021.00/month	
Refer To:	Allison Benz	

JOB DESCRIPTION:

The Texas State Board of Pharmacy (TSBP) is seeking a highly motivated individual to perform highly-advanced administrative support work for the Division of Professional Services. Responsible for secretarial/administrative duties including receiving and passing information and preparing routine correspondence. Responsible for preparing responses to requests for agency records. Responsible for the processing of routine complex reports, data entry, maintenance of computer and hard copy file maintenance and recordkeeping for the Division. Works under the minimal supervision of the Division Director with considerable latitude for using initiative and judgment within the limits of the agency's policies and procedures. Serves as administrative and technical support to Division Director.

MINIMUM QUALIFICATIONS (License, Education, Experience):

Graduation from a high school or equivalent required. Some college courses with emphasis on business office administration preferred. Four years progressive, responsible business/office practices, administrative support, or technical program experience required. Knowledge of office management, supervision, office practices and procedures; business terminology, spelling, grammar, etc. Skills should include typing, data entry, transcribing, composing effective correspondence, use of office equipment, and computers. Should have experience using word processing and desk top publishing software.

ENVIRONMENT/PHYSICAL CONDITIONS:

Normal office environment. Tobacco free environment. Work involves sitting and operating a personal computer for long periods of time. Work involves processing information quickly and accurately. Work involves frequent retrieval and replacement of files into 4- and 5-drawer filing cabinets, and transporting of files between offices and filing cabinets. Work involves verbal communication with others. Must be able to correctly lift up to 25 pounds.

REMARKS

Applicant must submit cover letter focusing on unique qualifications for the position. Must complete State of Texas Application for Employment. Resumes will not be accepted in lieu of State Application. Application must be completed with all requested information. Incomplete & unsigned applications will not be considered.

Application must be received by 5:00 pm on the closing date.

Job description & state of Texas application may be downloaded from the TSBP web site shown above. Mail applications to: *TSBP, Human Resources Office, 333 Guadalupe St, Ste 3-600, Austin Texas 78701*. Applications may also be faxed *to 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:	Senior Administrative Assistant
DIVISION:	Professional Services
SUPERVISOR:	Director of Professional Services
TEAM LEADER:	n/a
STATE CLASSIFICATION TITLE:	Administrative Assistant V
STATE CLASSIFICATION NO:	0158
STATE PAY GROUP:	A17
FLSA STATUS:	Non-Exempt

GENERAL POSITION SUMMARY:

Performs highly-advanced administrative support work for the Division of Professional Services. Responsible for secretarial/administrative duties including receiving and passing information and preparing routine correspondence. Responsible for preparing responses to requests for agency records. Responsible for the processing of routine complex reports, data entry, maintenance of computer and hard copy file maintenance and recordkeeping for the Division.

REPORTING RELATIONSHIPS:

Works under the minimal supervision of the Division Director with considerable latitude for using initiative and judgment within the limits of the agency's policies and procedures. Serves as administrative and technical support to Division Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provides technical administrative assistance to Division Director and General Counsel, by preparing written responses to requests for agency records. Responds to verbal requests for agency records.

Prepares monthly reports regarding the number of requests for agency records that have been received by the Division, in compliance with S.B. 1851, 76th Texas Legislature.

Prepares and submits information to the *Texas Register* and monitors the submission process.

Responsible for processing and mailing information to Interested Parties regarding agency activities such as Open Meetings, Rules, Miscellaneous Documents, and Election of Officers.

Prepares and submits information to the Healthcare and Integrity Protection Data Bank (HIPDB) according to established laws and guidelines of HIPDB.

Researches, designs, edits, and assists with the writing of agency publications such as the agency newsletter, brochures, forms, and periodic reports as determined by the Division Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES: continued

Participates in the planning, preparation and execution of special agency projects and ongoing legislative/administrative reports as determined by the Division Director.

Answers routine calls made to Division.

Serves as back-up to the Executive Assistant for the Executive Director.

Participates in the coordination of task force meetings and prepares and distributes correspondence and background information to task force members.

May make travel and meeting arrangements for Division Director and Board Members in accordance with the Texas Building and Procurement Commission's regulations.

Performs administrative assistance to Division Director. Includes drafting, typing, and proofing for accuracy of routine and non-routine correspondence, reports and documents.

Develops, coordinates, and maintains record keeping and filing systems for the Division.

Assists Division Director in management of Division's records. Coordinates and manages records relating to the destruction of the Division's records, in accordance with the agency's approved record retention schedule.

May supervise others.

Determines work priorities and schedules time accordingly.

Assists in development of Division policies and procedures as required.

Complies with all agency policies, including regular attendance.

OTHER DUTIES AND RESPONSIBILITIES:

Performs related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of office management principles, practices and administrative procedures, and of the technical program.
- Thorough knowledge of standard office procedures and government operations.
- Thorough knowledge of agency policies and procedures.
- Skill in the use of electronic data, word processing, desk top publishing, and various software.
- Ability to use office machines and equipment, including personal computer and FAX.

KNOWLEDGE, SKILLS AND ABILITIES: continued

- Ability to access, input, and retrieve information from the computer.
- Ability to develop and modify work procedures, methods and processes to improve efficiency.
- Ability to communicate clearly, both verbally and in writing.
- Ability to interact with public in a pleasant and effective manner.
- Interpersonal skills to interact with a variety of contacts professionally and tactfully.
- Ability to maintain effective working relationships with other employees.
- Skill at typing quickly and accurately.
- Skill at data entering quickly and accurately.
- Skill at reviewing documents for accuracy.
- Supervisory experience.
- Ability to work independently and manage time efficiently.
- Ability to manage multiple priorities concurrently.
- Ability to maintain confidentiality.
- Memory skills.

EDUCATION AND EXPERIENCE REQUIREMENTS:

Graduation from a high school or equivalent required. Some college courses with emphasis on business office administration preferred. Four years progressive, responsible business/office practices, administrative support, or technical program experience required. Knowledge of office management, supervision, office practices and procedures; business terminology, spelling, grammar, etc. Skills should include typing, data entry, transcribing, composing effective correspondence, use of office equipment, and computers. Should have experience using word processing and desk top publishing software.

LICENSE REQUIRED: None

ENVIRONMENT/PHYSICAL CONDITIONS:

Normal office environment. Tobacco free environment. Work involves sitting and operating a personal computer for long periods of time. Work involves processing information quickly and accurately. Work involves frequent retrieval and replacement of files into 4- and 5-drawer filing cabinets, and transporting of files between offices and filing cabinets. Work involves verbal communication with others. Must be able to correctly lift up to 25 pounds.

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.