

**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 IV (0156)**

Salary Group A15

Listing No. TBP14-015 Opening Date January 17, 2014  
Functional Title: Compliance Specialist Closing Date: February 14, 2014  
Type: Full-Time  
Beginning Salary: \$2,695.00/month  
Refer To: Ben Santana

**JOB DESCRIPTION:**

The Texas State Board of Pharmacy (TSBP) is seeking a highly motivated individual to perform advanced administrative support & technical program assistance work. Performs advanced (senior-level) technical assistance, technical support, and administrative activities relating to the agency's statewide compliance inspection program. Performs specialized computer data entry duties. Performs administrative support to Division Managers, Senior Compliance Specialist, and field Compliance Staff. Provides information to agency customers, including technical interpretations and explanations of pharmacy laws and rules.

**MINIMUM QUALIFICATIONS** (License, Education, Experience):

High school education or equivalent required. Graduation or course work from an accredited four-year college or university with major course work in job-related field is preferred. Three years experience of job-related experience is required. Job-related experience includes work as a data entry technician, administrative assistant, secretary, or work involving duties relating to investigative, regulatory, or legal support. Previous experience at the Texas State Board of Pharmacy (TSBP) or in a pharmacy licensed by TSBP is desirable. Must have demonstrated ability in the use of office equipment and personal computer, including word processing and data entry. Must have knowledge of Microsoft Word and Excel. Must be able to demonstrate knowledge of business English, including terminology, spelling, and grammar. Conditions of employment are: (1) must be able to complete and pass required online class regarding security of criminal records; and (2) must pass state and national fingerprint identification checks.

**ENVIRONMENT/PHYSICAL CONDITIONS:**

Normal office environment. Tobacco free workplace. Work involves sitting and operating a personal computer for long periods of time. Physical conditions will require a person with sufficient stamina to maintain a constant high level of concentration for long periods of time. Work involves reading and reviewing large numbers of documents. Work involves processing information quickly and accurately. Work involves frequent retrieval and replacement of files into 4- and 5-drawer vertical filing cabinets, and transporting of files between offices and filing cabinets. Must be able to lift 35 pounds. Work involves verbal communications with others.

**REMARKS**

Applicant should 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.

Applicants who are selected for interviews will be required to complete basic skills tests in the Austin office. 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:** Compliance Specialist  
**DIVISION:** Enforcement  
**SUPERVISOR:** Director of Enforcement  
**TEAM LEADERS:** Assistant Director of Enforcement and Chief of Compliance  
**STATE CLASSIFICATION TITLE:** Administrative Assistant IV  
**STATE CLASSIFICATION NUMBER:** 0156  
**STATE PAY GROUP:** A-15  
**FLSA STATUS:** Non-Exempt

## **GENERAL POSITION SUMMARY:**

Performs advanced (senior-level) technical assistance, technical support, and administrative activities relating to the agency's statewide compliance inspection program. Performs specialized computer data entry duties. Performs administrative support to Division Managers, Senior Compliance Specialist, and field Compliance Staff. Provides information to agency customers, including technical interpretations and explanations of pharmacy laws and rules.

## **REPORTING RELATIONSHIPS:**

Works under the limited supervision of the Division Director, Assistant Director of Enforcement, Chief of Compliance and Senior Compliance Specialist with considerable latitude for the use of independent judgment and initiative concerning priorities, methods, and procedures to accomplish duties within the limits of the agency's and Division's policies and procedures.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Performs data entry of information relating to compliance inspections.

Files documents relating to compliance inspections.

Provides information to agency customers, including technical interpretations and explanations of pharmacy laws and rules.

**ESSENTIAL DUTIES AND RESPONSIBILITIES (continued):**

Assists Senior Compliance Specialist with an array of administrative activities relating to the agency's statewide compliance inspection program. Work includes:

- communicating with licensees verbally and in writing with regard to inspections and Warning Notices issued during compliance inspections;
- monitoring receipt of responses to Warning Notices by specified due dates;
- assisting in the review and follow-up of responses to Warning Notices; and
- assisting with liaison between field Compliance staff and Austin Headquarters.

Prepares correspondence relating to the agency's compliance program, such as letters granting expanded formulary requests to Class D pharmacies.

Sorts, reviews, and distributes Division mail to the appropriate individual.

Provides administrative support to Division Director, Assistant Director of Enforcement, Chief of Compliance, Senior Compliance Specialist, and field Compliance staff.

May assist with the maintenance of Division files, including the destruction of files in accordance with the agency's record retention schedule.

May make travel and meeting arrangements for division staff.

May assist in the development of division forms and procedures.

Determines work priorities and schedules time accordingly.

Maintains confidentiality of complaint information and associated documents.

Maintains sufficient supplies on hand.

Serves as a back-up to agency's receptionist.

Complies with all agency personnel policies, including regular attendance.

**OTHER DUTIES:**

Performs related duties as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Working knowledge of standard office procedures and administrative procedures.
- Working knowledge of office machines and equipment, including personal computer.
- Thorough knowledge of agency policies and procedures.
- Ability to access, input, and retrieve information from computer.
- Skill at typing quickly and accurately.
- Skill at reviewing documents for completeness and accuracy.
- Ability to interact with public in a courteous and effective manner.
- Ability to maintain effective working relationships with other employees.
- Ability to work independently.
- Ability to manage multiple priorities concurrently.
- Ability to develop and modify work procedures, methods and processes to improve efficiency.
- Interpersonal skills to interact with a variety of contacts professionally and tactfully.
- Ability to maintain confidentiality.
- Memory Skills.

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

High school education or equivalent required. Graduation or course work from an accredited four-year college or university with major course work in job-related field is preferred. Three years experience of job-related experience is required. Job-related experience includes work as a data entry technician, administrative assistant, secretary, or work involving duties relating to investigative, regulatory, or legal support. Previous experience at the Texas State Board of Pharmacy (TSBP) or in a pharmacy licensed by TSBP is desirable. Must have demonstrated ability in the use of office equipment and personal computer, including word processing and data entry. Must have knowledge of Microsoft Word and Excel. Must be able to demonstrate knowledge of business English, including terminology, spelling, and grammar.

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*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.*