

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 B16

Listing No. TBP14-025

Opening Date March 17, 2014

Closing Date: March 31, 2014

Functional Title: Registration Specialist – Technicians

Type: Full-Time

Beginning Salary: \$2,853 per month

Refer To: Carol Willess

JOB DESCRIPTION:

The Texas State Board of Pharmacy (TSBP) is seeking a highly motivated individual to perform specialized and complex (journey-level) licensing work in processing applications for pharmacy licenses. Work includes reviewing pharmacy applications for completeness; data entering applicant information into computer system; communicating with applicants verbally and in writing; and interpreting TSBP rules relating to pharmacy licensure. Must exercise vigilance in maintaining files and records, both manual and computer records. Must maintain security of and account for pharmacy licenses. Must interact in an extremely professional manner in all instances, sometimes under stress and deadlines.

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 or technical program assistance 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.

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: Registration Specialist -Technicians
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: B16
FLSA STATUS: Non-Exempt

GENERAL POSITION SUMMARY:

Performs specialized and complex (journey-level) licensing work in processing applications for new pharmacy technician registrations. Work includes verifying application data for completeness and accuracy; determining eligibility of applicants for initial and ongoing registration; distribution of registration certificates; communicating with applicants verbally and in writing; and interpreting TSBP rules relating to pharmacy technician licensure. Must exercise vigilance in maintaining and updating files, both manually and computer records. Must interact in an extremely professional manner in all instances, sometimes under stress and deadlines.

REPORTING RELATIONSHIPS:

Works under the general supervision of the Licensing Manager. 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 pharmacy technician registration program, including the Online State of Texas Licensing System.

Provides primary telephone support regarding the pharmacy technician licensure program and applicable agency rules.

Receive, review for accuracy, and approve all pharmacy technician initial applications (paper and electronic); ascertains that pharmacy technician has met all requirements.

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

ESSENTIAL DUTIES AND RESPONSIBILITIES: (continued)

Responds to written and verbal inquiries regarding pharmacy technician registration, interprets and disseminates information regarding applicable agency rules and regulations.

May organize mailing of monthly renewal notifications, reminder letters and registrations to pharmacy technicians in accordance with established deadlines.

Provides technical assistance and customer service support to program staff, for the Pharmacy Technician Licensing Program.

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.

Complies with all agency personnel policies, including regular attendance.

Provides primary technical backup support to all licensing areas.

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 and customer service support work or technical program assistance 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.

LICENSE REQUIRED: None

ENVIRONMENTAL/PHYSICAL CONDITIONS:

Normal office environment. Tobacco free workplace. 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 telephone calls, 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.