

TEXAS STATE BOARD OF PHARMACY

333 GUADALUPE ST, STE 3-600-21

AUSTIN, TEXAS 78701

512.305.8001

<http://www.pharmacy.texas.gov>

JOB VACANCY NOTICE

2 Positions Available

SAO Title: Administrative Assistant V (0158) Salary Group A17

Listing No.	<u>TBP16-025</u>	Opening Date: July 12, 2016
Functional Title:	Administrative Assistant	Closing Date: <u>July 26, 2016</u>
Type:	Full-Time	Beginning Salary: \$3,334/month
Refer To:	BJ Slack	

Military Occupational Specialty Codes: Army 42A; Coast Guard YN, 360; Marine 0111; Air Force 3A1x1

JOB DESCRIPTION:

Performs highly-advanced administrative and technical work for the Prescription Monitoring Program. Responsible for dissemination of information, proper recording and storing of information, and coordinating internal administrative support. Responsible for the processing of routine complex reports, data entry, maintenance of computer and hard copy file maintenance and recordkeeping for the Division.

MINIMUM QUALIFICATIONS (License, Education, Experience):

Graduation from a high school or equivalent required. Graduation or course work from an accredited four-year college or university is preferred. Three years progressive, responsible business/office practices, administrative support, or technical program experience required. 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.

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.

ENVIRONMENT/PHYSICAL CONDITIONS:

Normal office environment. Tobacco free environment. 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

Application must be submitted with a cover letter that focuses on the applicant's unique qualifications for the position. Must submit a State of Texas employment application. Application must be completed with all requested information. Incomplete applications will not be considered. Resume may supplement, not replace application. Applicants who are selected for interviews will be required to complete basic skills tests in the Austin office. Job description & state of Texas application can be downloaded from the TSBP website: <http://www.pharmacy.texas.gov>

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.

A copy of TSBP's EEO Plan Utilization Report is available at http://www.pharmacy.texas.gov/files_pdf/EEO_Utilization_Report_TSBP_Amended.pdf

TEXAS STATE BOARD OF PHARMACY

POSITION TITLE: Administrative Assistant
DIVISION: Professional Services
SUPERVISOR: Director of Professional Services
TEAM LEADER: Prescription Monitoring Program Manager
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 and technical work for the Prescription Monitoring Program. Responsible for dissemination of information, proper recording and storing of information, and coordinating internal administrative support. 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 Program Manager with considerable latitude for using initiative and judgment to accomplish duties within the limits of the agency's and Division's policies and procedures. Work is subject to review by Division Director, Program Manager, and other agency staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provides technical administrative assistance to Division Director and Program Manager to include the preparation, editing, and distribution of correspondence, reports, studies, forms, and documents.

Coordinates the planning and execution of an agency program.

Develops and reviews administrative and technical policies and procedures and researches technical issues.

Responds to inquiries regarding technical program or administrative regulations, policies, and procedures.

Reviews and edits data in charts, graphs, and databases, and prepares summaries or reports.

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 regarding the Prescription Monitoring Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES: continued

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

Assists in the coordination and management of the destruction of the Division's records, in accordance with the agency's approved record retention schedule.

May supervise others.

May coordinate meetings, conferences, and seminars.

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 laws and rules related to 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.
- 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.
- 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. Graduation or course work from an accredited four-year college or university is preferred. Three years progressive, responsible business/office practices, administrative support, or technical program experience required. 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.

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

ENVIRONMENT/PHYSICAL CONDITIONS:

Normal office environment. Tobacco free environment. 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.

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.