

# TEXAS STATE BOARD OF PHARMACY

333 GUADALUPE ST, STE 3-600  
AUSTIN TX 78701  
512-305-8001

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

Job Vacancy Notice  
**Administrative Assistant II - 0152**  
Salary Group A11

Listing No.	TBP05-010	Opening Date: July 6, 2005
Functional Title:	Licensing Assistant	Closing Date: July 20, 2005
Type:	Regular Full-Time	Beginning Salary: \$1,921.00
Refer To:	Carol Willess	Travel No

## **JOB DESCRIPTION:**

Performs administrative and technical support work for the Licensing Division, which follows standardized procedures.

See attached job description for more detailed information.

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

Graduation from a standard high school or equivalent. Experience in clerical or administrative support work, including previous data entry experience. Basic knowledge of general clerical and office procedures, business English and Math, and should have progressive clerical and/or office experience.

## **REMARKS:**

Applicant should submit a cover letter focusing on unique qualifications for the position. Resumes will not be accepted in lieu of State Application. Contact Receptionist at 512-305-8001 for a detailed copy of job description and state of Texas application. Job application may also be downloaded from TSBP web site shown above. State of Texas Application may be downloaded from the Texas Workforce Commission's web site: <http://www.twc.state.tx.us/jobs/gvjb.html#STAE>. Mail or fax applications to: TSBP, Human Resources Office, 333 Guadalupe St, Ste 3-600, Austin Texas 78701, FAX 512-305-8075.

## TEXAS STATE BOARD OF PHARMACY

<b>POSITION TITLE:</b>	<b>Licensing Assistant</b>
<b>DIVISION:</b>	<b>Licensing</b>
<b>STATE CLASSIFICATION TITLE:</b>	<b>Administrative Assistant II</b>
<b>STATE CLASSIFICATION NUMBER:</b>	<b>0152</b>
<b>STATE CLASSIFICATION GROUP:</b>	<b>A11</b>

### **GENERAL POSITION SUMMARY:**

Performs administrative and technical support work for the Licensing Division, which follows standardized procedures.

### **REPORTING RELATIONSHIPS:**

Work is subject to close supervision of the team leader (Licensing Administrator) until the procedures are learned; thereafter, the work is performed with some independence. Work procedures are established by the Licensing Administrator who reviews work both in progress and upon completion for conformance to procedures.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Data enters employment and address change requests for interns, pharmacists, pharmacies, and pharmacy technicians into the computer system and verifies for accuracy.

Certifies and data enters pharmacist preceptor applications.

Organizes and coordinates mailing of wall certificates to pharmacists in accordance with established deadlines.

Processes requests for routine information, including licensing application packets.

Processes written verification requests regarding interns, pharmacists, pharmacies and pharmacy technicians.

Provides backup to receptionist, which includes operating a multi-line telephone system routing calls and/or taking messages; receiving visitors and routing them to appropriate party; processing and distributing daily incoming mail, special delivery items and cash.

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

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

Sorts and routes incoming facsimiles regarding licensing, which includes interns, pharmacies, pharmacists, and pharmacy technicians.

May assist in the development of policies and procedures.

Complies with all agency personnel policies, including regular attendance.

Performs other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- P Professional telephone demeanor
- P Good communication skills, both written and oral
- P Knowledge of state regulations regarding licensing procedures
- P Skill at reviewing documents for completeness and accuracy
- P Excellent grammar and vocabulary
- P Accuracy and attention to detail and deadlines.
- P Interpersonal skills to interact with a variety of contacts professionally and tactfully
- P Ability to maintain confidentiality.
- P Ability to access, input, and retrieve information from the computer; good data entry skills.
- P Ability to maintain effective working relationships with other employees.
- P Memory skills.

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

Graduation from a standard high school or equivalent. Experience in clerical or administrative support work, including previous data entry experience. Basic knowledge of general clerical and office procedures, business English and Math, and should have progressive clerical and/or office experience.

**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. Work involves verbal communications with others, in person and on the telephone.

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.

New 07/06/05  
Replace 09/01/04