



## Job Vacancy Announcement

**Agency Job Posting #:** TSBP 26-023  
**Work in Texas #:** 17009963

**Number of Openings:** 1  
**Schedule:** Full-Time

**Opening Date:** May 4, 2026  
**Closing Date:** May 18, 2026

**Job Title:** Licensing Specialist III  
**State Classification:** 0173 – License & Permit Specialist III  
**FLSA:** Non-Exempt  
**Monthly Salary:** \$4,286.65 (B18)  
**Team:** Licensing  
**Reports to:** Director of Licensing  
**Travel:** None  
**New Hires & Rehires:** 60-day waiting period for health coverage

**Flex Schedule:** Position Eligible according to business needs  
**Teleworking Status:** Position Eligible according to business needs

### Military Crosswalk

**Army:** No military equivalent  
**Navy:** SN, YN, YNS,  
**Coast Guard:** YN, PERS  
**Marine:** 0100, 0111, 0170  
**Air Force:** 3F5X1

### GENERAL POSITION DESCRIPTION

Performs specialized and highly complex (senior-level) licensing work in processing resident (in-state) pharmacy license applications. 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 interact in an extremely professional manner in all instances, sometimes under stress and deadlines.

### REPORTING RELATIONSHIPS

Works under the general supervision of the Licensing Program Supervisor. May train and supervise one or more licensing specialist. Work is subject to review by supervisor, 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 Licensing Program.
- Maintain the Pharmacy Policy & Procedures for position; and assists supervisor with changes of policies and procedures as required.
- Reviews pharmacy applications for initial and changes of licensure, renewals, class changes, miscellaneous changes.
- Evaluates and tracks applications and responses to notices of deficiency; ascertain that all requirements have been met; approves licenses.
- Responds to written and verbal inquiries regarding pharmacy licensure, interprets and disseminates information regarding applicable agency rules and regulations.
- Provides technical assistance and customer service support to pharmacy team, for the Pharmacy Licensing Program.
- Maintain files in an easily retrievable manner and prepare records for storage and/or destruction in accordance with the Agency Record Retention Plan.
- Recommends activities to produce a more effective program.
- Complies with all agency personnel policies, including regular attendance.
- May provide backup support to the pharmacy licensing section, and secondary backup technical support to all licensing areas.
- May supervise or assist in the implementation of special projects.

## General Qualifications

### 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 and Excel is required. Must be able to demonstrate knowledge of business English, including terminology, spelling, and grammar.

**License Required:** None.

Texas Pharmacy Technician Registration is preferred. If registered as a pharmacy technician, must possess a current registration certificate and be in good standing with the Texas State Board of Pharmacy.

### Environmental and Physical Conditions

Normal office environment. Tobacco free work place. 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.*

### Conditions of Employment

Upon employment, all persons hired will be required to complete state and/or national fingerprint identification checks. Employees must be eligible, as determined by the Texas Department of Public Safety, to access criminal history records. Felony convictions and certain misdemeanor convictions will cause ineligibility. Upon employment, employees must be able to pass the required online CJIS class regarding the security of criminal records.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form (Form I-9) upon hire. TSBP participates in E-Verify and will provide the Federal Government with your Form I-9 information to confirm that you are authorized to work in the U.S. TSBP is unable to sponsor employment visas.

In accordance with Texas Government Code, Sec. 651.005, all males who are 18 to 25 years of age must present proof of registration with Selective Service or exemption from registration upon hire.

## How to Apply

Applicants must submit a completed State of Texas Application with all requested information. Incomplete applications will not be considered. A resume must also be submitted to supplement the State of Texas Application; however, a resume submitted in lieu of the application will be rejected.

All applicants are encouraged to submit a cover letter that focuses on the applicant's unique qualifications for the position.

The Texas State Board of Pharmacy (TSBP) accepts the State of Texas applications only for posted vacancies. Applications must be received by 11:59 P.M. CST on the closing date.

Applicants may submit their State of Texas application directly to TSBP using the following methods or online at WorkInTexas. Note that any supplemental items (such as cover letters and resumes) must be sent directly to TSBP by using the methods below:

Texas State Board of Pharmacy  
1801 Congress Ave Ste 13.100  
Austin TX 78701  
[human.resources@pharmacy.texas.gov](mailto:human.resources@pharmacy.texas.gov)

## Military Preference

In order to receive a military preference for any position, one of the following documents must be submitted with the employment application: a copy of the DD-214; a statement of compensation from the Veteran's Administration, or a copy of the DD1300.

*The Texas State Board of Pharmacy (TSBP) is an Equal Opportunity/Affirmative Action/ADA Employer and Smoke Free Agency. The TSBP's employment positions are covered by the Fair Labor Standards Act (FLSA). 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](http://www.pharmacy.texas.gov/files_pdf/EEO_Utilization_Report_TSBP_Amended.pdf)*