

TEXAS STATE BOARD OF PHARMACY

333 GUADALUPE ST, STE 3-600

AUSTIN, TEXAS 78701

(512) 305-8001

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

JOB VACANCY NOTICE

License & Permit Specialist III

Salary Group B16

Listing No. TBP15-001

Opening Date September 23, 2014

Closing Date: October 23, 2014

Functional Title: Licensing Specialist – Pharmacy

Type: Full-Time

AUSTIN HEADQUARTERS

Beginning Salary: \$2,909 per month

Refer To: Carol Willless

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 and EXCEL 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.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.

TEXAS STATE BOARD OF PHARMACY

POSITION TITLE:	Licensing Specialist – Pharmacies
DIVISION:	Administrative Services & Licensing
SUPERVISOR:	Director of Administrative Services & Licensing
TEAM LEADER:	Licensing Administrator
STATE CLASSIFICATION TITLE:	License & 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 and supplemental information for pharmacy licenses. Work includes reviewing various applications for completeness; data entering 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 Manager. May train and supervise one or more assistants. 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 Licensing Program.

Research and maintain status of delinquent and/or closed pharmacies; compiles and mails monthly notifications.

Reviews applications for the Remote Pharmacy Program; ascertain that all requirements have been met. Enters all applicant information into computer system; mails remote license.

Receives and data enters pharmacy changes relating to balances and pharmacy services into computer system.

Receives, reviews for accuracy and data enter all change of managing officer applications.

Maintain files in an easily retrievable manner and prepare records for scanning, storage and/or destruction in accordance with the Agency Record Retention Plan.

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 program staff, for the Pharmacy Licensing Program.

Recommends activities to produce a more effective program.

Develops policies and procedures as required.

Complies with all agency personnel policies, including regular attendance.

May provide backup support to the pharmacy renewal licensing section, and technical support to all licensing areas.

May supervise 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 and EXCEL is preferred. Must be able to demonstrate knowledge of business English, including terminology, spelling, and grammar.

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.