

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

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

Listing No. TBP16-005 Opening Date: December 17, 2015
Functional Title: Sr. Administrative Assistant Closing Date: January 6, 2016
Type: Full-Time Beginning Salary: \$3,267/month
Refer To: Allison Benz

Military Occupational Specialty Codes: Army 92; Coast Guard YN, 360; Marine 0100, 0111; Air Force 3A1x1

JOB DESCRIPTION:

Performs highly-advanced administrative support work for the Division of Professional Services. Responsible for secretarial/administrative duties including receiving and passing information and preparing routine correspondence. Responsible for preparing responses to requests for agency records. 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 with major course work in job-related field 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.

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 application will not be considered. Resume may supplement, not replace application. 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: Senior Administrative Assistant
DIVISION: Professional Services
SUPERVISOR: Director of Professional Services
TEAM LEADER: n/a
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 support work for the Division of Professional Services. Responsible for secretarial/administrative duties including receiving and passing information and preparing routine correspondence. Responsible for preparing responses to requests for agency records. 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 Division Director with considerable latitude for using initiative and judgment to accomplish duties within the limits of the agency's and Division's policies and procedures. Serves as administrative and technical support to Division Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provides technical administrative assistance to Division Director and General Counsel, by preparing written responses to requests for agency records. Responds to verbal requests for agency records.

Prepares monthly reports regarding the number of requests for agency records that have been received by the Division, in compliance with S.B. 1851, 76th Texas Legislature.

Prepares and submits information, including proposed and adopted rules, and open meetings notices, to the *Texas Register* and monitors the submission process.

Responsible for processing and mailing information to Interested Parties regarding agency activities such as Open Meetings, Rules, Miscellaneous Documents, and Election of Officers.

Prepares and submits information to the Healthcare and Integrity Protection Data Bank (HIPDB) according to established laws and guidelines of HIPDB.

ESSENTIAL DUTIES AND RESPONSIBILITIES: continued

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.

Serves as back-up to the Executive Assistant for the Executive Director.

Participates in the coordination of task force meetings and prepares and distributes correspondence and background information to task force members.

May make travel and meeting arrangements for Division Director and Board Members in accordance with the Texas Building and Procurement Commission's regulations.

Performs administrative assistance to Division Director. Includes drafting, typing, and proofing for accuracy of routine and non-routine correspondence, reports and documents.

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

Assists Division Director in management of Division's records. Coordinates and manages records relating to the destruction of the Division's records, in accordance with the agency's approved record retention schedule.

May supervise others.

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 office management principles, practices and administrative procedures, and of the technical 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.

KNOWLEDGE, SKILLS AND ABILITIES: continued

- 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 with major course work in job-related field 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.