

# 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: License & Permit Specialist III (0172) Salary Group B16**

Listing No.	<u>TBP16-009</u>	Opening Date: <u>March 14, 2016</u>
Functional Title:	Licensing Specialist – Renew Pharmacies	Closing Date: <u>April 8, 2016</u>
Type:	Full-Time	Beginning Salary: \$3,086/month
Refer To:	Cathy Stella	

Military Occupational Specialty Codes: **Army** no equivalent; **Navy** YN, SN; **Coast Guard** YN, 360; **Marine** 0100, 0111; **Air Force** 3A1X1, 3M0X1

## **JOB DESCRIPTION:**

Performs complex licensing work requiring application of agency rules and regulations, in processing applications for pharmacy licensure. Work includes verifying application data for completeness and accuracy, determining eligibility of applicants for ongoing renewal, and distribution of license permits. Other work includes answering correspondence, reviewing mail and giving information and instructions to licensees, other government agencies and the general public. Worker is expected to exercise vigilance in maintaining and updating files, both manually and on the computer.

## **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.)

Experience must reflect two years of responsible duties in administrative support and customer service 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.

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.

Previous experience at the Texas State Board of Pharmacy (TSBP) or in a pharmacy licensed by TSBP is desirable.

## **ENVIRONMENT/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. Physical conditions will require a person with sufficient stamina to maintain a constant high level of concentration, frequently intense with many interruptions, for long periods of time.

## **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. 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](http://www.pharmacy.texas.gov/files_pdf/EEO_Utilization_Report_TSBP_Amended.pdf)*

# TEXAS STATE BOARD OF PHARMACY

**POSITION TITLE:** Licensing Specialist - Pharmacy  
**DIVISION:** Administrative Services & Licensing  
**SUPERVISOR:** Director of Administrative Services & Licensing  
**TEAM LEADER:** Licensing Manager  
**STATE CLASSIFICATION TITLE:** License and Permit Specialist III  
**STATE CLASSIFICATION NO:** 0172  
**STATE PAY GROUP:** B-16  
**FLSA STATUS:** Non-Exempt

## **GENERAL POSITION SUMMARY:**

Performs complex licensing work requiring application of agency rules and regulations, in processing applications for pharmacy licensure. Work includes verifying application data for completeness and accuracy, determining eligibility of applicants for ongoing renewal, and distribution of license permits. Other work includes answering correspondence, reviewing mail and giving information and instructions to licensees, other government agencies and the general public. Worker is expected to exercise vigilance in maintaining and updating files, both manually and on the computer.

## **REPORTING RELATIONSHIPS:**

Works under the general supervision of the Licensing Manager. Work is subject to review by team leader, but it is generally received only when work is new, critical or unusually complex.

## **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

Participates in program planning, development and implementation of the Pharmacy Licensing Program, including the Texas Online Program.

Receive, review for accuracy, and approve all pharmacy renewal applications (paper and electronic), ascertains that all requirements have been met.

Receive, review for accuracy, and approve all pharmacy applications for changes of location, name and class, ascertains that all requirements have been met.

Organize and coordinate mailing of monthly renewal notifications, reminder letters and licenses to pharmacies in accordance with established deadlines.

Monitor, review and evaluate criminal history records to determine if referral to Enforcement is necessary.

Respond to written and verbal inquiries regarding pharmacy licensure; interprets and disseminates information regarding applicable agency rules and regulations.

Provide primary support to new Pharmacy Licensing, and secondary technical assistance and customer service support to all licensing areas.

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

Recommends activities to produce a more effective program.

Develops policies and procedures as required.

Complies with all agency personnel policies, including regular attendance.

Assists in training, supervising and coordinating work of licensing personnel.

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.)

Experience must reflect two years of responsible duties in administrative support and customer service 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.

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 required.

**ENVIRONMENTAL/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. Physical conditions will require a person with sufficient stamina to maintain a constant high level of concentration, frequently intense with many interruptions, 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.*