

**TEXAS STATE BOARD OF PHARMACY (TSBP)
JOB VACANCY ANNOUNCEMENT**

Job Title:	Enforcement Specialist	Closing Date:	September 21, 2018 @ 5:00 PM
State Classification:	1352		
Posting Number:	TSBP19-001	Schedule:	Full-time
Reports to:	Senior Staff Investigator	Division:	Enforcement
Monthly Salary:	\$2,910	Travel:	None
New Hires/Rehires:	60 day waiting period for health coverage	Military Crosswalk: Army 31, 35, 311A, 31A, 351L, 351M ; Navy 183X, 638X, 783X ; Coast Guard 023, INV; Marine 5805, 58; Air Force 14NX, 71SX, 14, 71	

GENERAL POSITION DESCRIPTION

Performs moderately complex investigative work relating to the enforcement of laws and rules governing the practice of pharmacy. Conducts criminal background investigations of individuals who have applied for a pharmacy technician or technician trainee registration.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Conducts background investigations of individuals who are applying for a pharmacy technician or technician trainee registration. Work includes obtaining, reviewing and analyzing records from various law enforcement agencies and courts regarding criminal offenses committed by pharmacy technicians or technician trainees. Determines appropriate court to contact (e.g., municipal; county; state or federal court).

Evaluates, summarizes, and documents investigative findings. Prepares written investigative reports. Ensures case files are complete and accurate.

Communicates with applicants verbally and in writing regarding matters relating to their application (e.g., telephone calls and letters relating to the status of the application).

Refers case files to the agency's Legal Division for the institution of disciplinary action. Processes files in accordance with established policies and procedures.

Provides information to agency customers by telephone, including highly technical explanations of pharmacy laws and rules.

Determines work priorities and schedules times accordingly.

Complies with all agency personnel policies, including regular attendance.

Performs other duties as required.

KNOWLEDGE, SKILLS & ABILITIES

- Working knowledge of basic investigative methods and procedures.
- Knowledge of agency policies and procedures. Ability to interpret and apply agency policies and guidelines.
- Knowledge of laws and rules governing the practice of pharmacy.
- Ability to communicate clearly, both verbally and in writing.
- Ability to deal with professionals under adversarial conditions.
- Ability to manage multiple priorities concurrently and meet deadlines.
- Problem solving and reasoning skills to recommend courses of action based on interpretation and application of court decisions, laws, rules and procedures.
- Interpersonal skills to interact with a variety of contacts professionally and tactfully.
- Ability to maintain effective working relationships with other employees.
- Skill at reviewing documents for accuracy.
- Ability to develop and modify work procedures to improve efficiency.
- Ability to work independently and manage time efficiently.
- Ability to maintain confidentiality.
- Ability to maintain files accurately.
- Memory skills.

EDUCATION & EXPERIENCE REQUIREMENTS

High school education or equivalent is required. Graduation from a two or four-year accredited college or university with major course work in job-related field is preferred. Three years of job-related experience is required. Job-related experience includes work in law enforcement; work in a criminal court office or setting; work that involves administrative or regulatory investigations; work that involves handling customer complaints or customer service; and technical assistance work, administrative assistant or program specialist work, or legal assistant work, preferably in a health-related professional field. Must have demonstrated ability of office equipment and computer software, including word processing and data entry. Knowledge of Word & Excel is desired. Must be able to demonstrate knowledge of business English, including terminology, spelling, and grammar.

LICENSE REQUIRED: Conditions of employment are: (1) must pass state and national fingerprint background checks; and (2) must be able to pass the required online class regarding security of criminal records. Must be eligible, as determined by the Texas Department of Public Safety, to access criminal history records. If registered as a pharmacy technician, must possess current registration certificate and be in good standing with the Texas State Board of Pharmacy.

ENVIRONMENT / PHYSICAL CONDITIONS

Normal office environment. Tobacco Free Work Place. Work involves the following conditions: frequent verbal communications with others by telephone; reading and reviewing large numbers of documents and processing information quickly and accurately; and 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, frequently intense with many interruptions, for long periods of time. Work involves the lifting of boxes of records, evidence and other documents weighing more than 25 pounds.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

VETERAN'S PREFERENCE

In order to receive a veteran's preference for any position, 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.

HOW TO APPLY

The Texas State Board of Pharmacy (TSBP) accepts applications only for posted vacancies. Applications must be received by 5:00 P.M. CST on the closing date. Application must be submitted with a cover letter that focuses on the applicant's unique qualifications for the position. Application must be completed with all requested information. Incomplete applications will not be considered. A resume may be submitted as a supplement to the State of Texas application; however a resume submitted in lieu of a State of Texas application will be rejected. A State of Texas application with "see resume" within the summary of experience is considered incomplete and will be rejected. Applications may be submitted by mail, in person, or email to: Texas State Board of Pharmacy, 333 Guadalupe St. Ste. 3-500, Austin Texas 78701; human.resources@pharmacy.texas.gov

*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*