

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

Job Title:	Licensing Specialist	Closing Date:	September 18, 2019 @ 5 PM
State Classification:	0172 – License & Permit Specialist III		
Posting Number:	TSBP19-024	Schedule:	Full-time
Reports to:	Licensing Manager	Division:	Administrative Services & Licensing
Monthly Salary:	\$3,086 per month (B16)	Travel:	None
New Hires/Rehires:	60 day waiting period for health coverage	Military Crosswalk: Army no equivalent; Navy YN, SN; Coast Guard YN, 360; Marine 0100, 0111; Air Force 3A1X1, 3M0X1	

GENERAL POSITION DESCRIPTION

Performs specialized and complex (journey-level) licensing work in maintaining pharmacy technician applications. Must exercise vigilance in maintaining and updating files, both manually and computer records. Must interact in an extremely professional manner in all instances, sometimes under stress and deadlines.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides primary data entry, telephone & e-mail support for technician replacement certificates, lost certificates, technician and pharmacist address changes.
 Receives and records all returned renewal postcards. Contacts licensee to verify mailing address and updates data.
 Primary data entry, telephone & email support for all technician and pharmacist address changes, employment changes, and PIC changes.
 Sends out-of- state applicants appropriate fingerprint card and instruction sheet.
 Assists in organizing and coordinating the preparation and mailing of wall certificates to pharmacists.
 Sends data extract for licenses and coordinates printing & mailout with vendor. Includes pick up vendor delivery of certificates for all license types.
 Provides primary backup support to the technician registration and pharmacist specialists.
 Maintains files in an easily retrievable manner and prepares records for storage and/or destruction in accordance with the Agency Records Retention Plan. Responsible for imaging project of miscellaneous technician documents and pharmacist files.
 Review and evaluate criminal history records to determine if referral to Enforcement is necessary.
 Recommends activities to produce a more effective program.
 May assist in the development of policies and procedures.
 May supervise or assist in the implementation of special projects.
 Complies with all agency personnel policies, including regular attendance.
 Performs other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES (KSAs)

- 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 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
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 workplace. 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.

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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