



Job Vacancy Announcement

Agency Job Posting #: TSBP 20-011
Work in Texas #: 13932827

Number of Openings: 1
Schedule: Full-Time

Opening Date: December 16, 2019
Closing Date: Until Filled

Job Title: Receptionist/Admin Assistant
State Classification: 0152 – Administrative Assistant II
Monthly Salary: \$2,637 (A11)
Team: Executive
Reports to: Team Manager
Travel: No
New Hires & Rehires: 60 day waiting period for health coverage

Military Crosswalk
Army: 15P, 42A, 56M, 68G, 420A
Navy: AZ, LS, LSS, MC, PS, RP, SN YN, YNS, 741X
Coast Guard: YN, PERS
Marine: 0100, 0111, 3381, 6046, 0102, 0170, 4430
Air Force: 3F5X1, 8A200

General Description

Performs administrative support work. Position requires excellent communication skills in dealing with the public on a day-to-day basis. Work involves answering a multi-line telephone system, greeting visitors, processing mail, data entry, maintaining filing systems, coordinating office maintenance and telephone system requirements, and general administrative support services. Works under the general supervision of the Team Manager and assists the Financial Services Manager.

Essential Duties and Responsibilities

- Operates a multi-line telephone system; routing calls and/or taking messages.
- Serves as Call Handler for the TSBP mail phone line.
- Receives visitors, monitors sign in/out register, routes visitors to appropriate parties.
- Processes outgoing mail and opens, processes, and distributes incoming mail.
- Maintains log of mail delivered by commercial carriers and individuals.
- Processes requests for complaint forms received on the two TSBP complaint form request phone lines and maintains a log of requests.
- Coordinates back-up coverage of receptionist.
- Maintains and distributes roster of staff office telephone numbers.
- Assembles pharmacist/pharmacy applications in numerical order.
- Responds to routine inquiries regarding licensure status.
- Maintains files in an easily retrievable manner and prepares records for storage and/or destruction in accordance with the Agency Records Retention Plan.
- Coordinates office maintenance and serves as liaison between TSBP and the Texas Facilities Commission.
- Coordinates maintenance of telephone system with DIR and processes orders for changes or moves of telephone equipment.
- May assist in the development of policies and procedures.
- Complies with all agency personnel policies, including regular attendance.
- Keeps reception area and outer office area clean and orderly.
- Assists other divisions as time allows.
- Performs other clerical duties as assigned

Knowledge, Skills, and Abilities:

- Considerable knowledge of business terminology, spelling, grammar, math, and office practices and procedures.
- Ability to meet and deal effectively with the public.
- Some knowledge of state agency rules and regulations.
- Interpersonal skills to interact with a variety of contacts, professionally and tactfully.
- Ability to maintain effective working relationships with other employees.
- Accuracy in data entry.
- Ability to use office machines and equipment, including personal computer, typewriter, copier, calculator.
- Ability to access, input, and retrieve information from a personal computer.
- Ability to understand and carry out complex instructions.
- Ability to prepare and maintain complex records and files.
- Good communication skills, both oral and written.

- Thorough knowledge of agency policies and procedures.
- Ability to maintain confidentiality.
- Accuracy and attention to detail.
- Memory skills.

Minimum Qualifications:

Graduation from a standard senior high school or equivalent. Experience in clerical or administrative support work, including previous data entry experience. Proficient use of Microsoft Office products preferred. Basic knowledge of business English and math, and experience interacting with the public. Typing test required - 45 wpm.

Environment/Physical Conditions

Normal office environment. Tobacco free workplace. 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.

How to Apply

Applicants must submit a cover letter that focuses on the applicant's unique qualifications for the position and a completed State of Texas Application 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 the application will be rejected. Additionally, an application with "see resume" within the summary of experience is considered incomplete and will be rejected.

The Texas State Board of Pharmacy (TSBP) accepts the State of Texas applications only for posted vacancies. Applications must be received by 5:00 P.M. CST on the closing date.

Applications may be submitted online at WorkinTexas.com or 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

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.

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