



Job Vacancy Announcement

Agency Job Posting #: TSBP 20-012
Work in Texas #: 13932853

Number of Openings: 1
Schedule: Full-Time

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

Job Title:	Licensing Specialist	Military Crosswalk
State Classification:	0173 – Licensing & Permit Specialist III	Army: No Military Equivalent
Monthly Salary:	\$3,086 (B16)	Navy: SN, YN, YNS
Team:	Licensing	Coast Guard: YN
Reports to:	Licensing Manager	Marine: 0100, 0111, 0102, 0170
Travel:	None	Air Force: 3F5X1
New Hires & Rehires:	60 day waiting period for health coverage	

General Description

Performs specialized and highly complex (senior-level) licensing work in processing resident pharmacy license applications. Work includes reviewing pharmacy applications for completeness; data entering applicant information into computer system; communicating with applicants verbally and in writing; collaborating with Enforcement and Compliance divisions and interpreting TSBP rules relating to pharmacy licensure. Must exercise vigilance in maintaining files and records, both manual and computer records. Must interact in an extremely professional manner in all instances, sometimes under stress and deadlines.

Essential Duties and Responsibilities

- Participates in program planning, development and implementation of the Pharmacy Licensing Program.
- Receive, review for accuracy, and approve all pharmacy renewal applications (paper and electronic), refer to Enforcement as necessary, ascertains that all requirements have been met.
- Receive, review for accuracy, and approve all pharmacy applications for changes of location, name and class, refer to Enforcement as necessary, ascertains that all requirements have been met.
- Organize and coordinate notification of monthly renewal notifications, reminder letters and licenses to pharmacies in accordance with established deadlines.
- Respond to written and verbal inquiries regarding pharmacy licensure; interprets and disseminates information regarding applicable agency rules and regulations.
- Provides primary backup support to the monitoring of delinquent/closed pharmacies and the Remote Pharmacy Program.
- Provide primary backup support to the management of supplemental pharmacy information (i.e., change of managing officers, balances, pharmacy services).
- May provide backup support to all licensing areas and reception.
- 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.
- May supervise or assist in the implementation of special projects.
- Performs other duties as assigned.

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. Previous experience in a pharmacy licensed by TSBP is highly desirable. 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.

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.

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.

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