

# 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

## Administrative Assistant III (0154) Salary Group A13

Listing No.	TBP16- 001	Opening Date: September 18, 2015
Functional Title:	Enforcement Technician	Closing Date: <u>September 25, 2015</u>
Type:	Full-Time, Temporary	Beginning Salary: \$2,735./month
Refer To:	Robert Rivera	

Military Occupational Specialty Codes: Army 42A; Coast Guard YN, 360; Marine 0111; Air Force 3A1x1

### **JOB DESCRIPTION:**

Performs complex (journey-level) administrative support and technical program assistance work relating to the agency's enforcement program. Maintains Enforcement Division's complaint files. Work includes filing complaint files, retrieval of files, refile, and filing inspection reports and other documents into applicable files. Implements program relating to the imaging of complaint files. Monitors complaint hotlines and mails complaint forms to agency customers. Serves as back-up receptionist. May communicate with agency customers verbally and in writing.

### **MINIMUM QUALIFICATIONS** (License, Education, Experience):

Graduation from a standard senior high school or equivalent. One year of job-related experience is required. Job-related experience includes work as a data entry technician, administrative assistant, secretary, imaging technician, or file clerk, or work involving duties relating to investigative, regulatory, or legal support. Previous work experience at the Texas State Board of Pharmacy (TSBP) or in a pharmacy licensed by TSBP is highly desirable. Must have demonstrated ability in the use of office equipment and personal computers, including word processing and data entry. Must have knowledge of Microsoft Word. 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 identification checks; and (2) must be able to complete and pass required online class regarding security of criminal records.

### **ENVIRONMENT/PHYSICAL CONDITIONS:**

Normal office environment. Tobacco free workplace. Work requires a person with sufficient stamina to maintain a constant high level of concentration for long periods of time. Work involves the following:

- (1) frequent retrieval and replacement of files into 4- and 5-drawer vertical filing cabinets, which requires frequent standing, bending, and stooping;
- (2) frequent transporting of files between offices and filing cabinets;
- (3) frequent verbal communications with others;
- (4) reading and reviewing large numbers of documents;
- (5) processing information quickly and accurately; and
- (6) sitting and operating a personal computer.

Must be able to lift 35 pounds.

### **REMARKS**

Application must be submitted with a cover letter that focuses on the applicant's unique qualifications for the position. Applicants who are selected for interviews will be required to complete skills tests in the Austin office. Must submit a State of Texas employment application. Application must be completed with all requested information. Incomplete 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.*

## TEXAS STATE BOARD OF PHARMACY

<b>POSITION TITLE:</b>	Enforcement Technician
<b>DIVISION:</b>	Enforcement
<b>SUPERVISOR:</b>	Director of Enforcement
<b>TEAM LEADER:</b>	Enforcement Program Administrator
<b>STATE CLASSIFICATION TITLE:</b>	Administrative Assistant III
<b>STATE CLASSIFICATION NUMBER:</b>	0154
<b>STATE PAY GROUP:</b>	A13
<b>FLSA STATUS:</b>	Non-Exempt
<b>POSITION TYPE:</b>	Temporary Full-Time

### GENERAL POSITION DESCRIPTION:

Performs complex (journey-level) administrative support and technical program assistance work relating to the agency's enforcement program. Maintains Enforcement Division's complaint files. Work includes filing complaint files, retrieval of files, refiling, and filing inspection reports and other documents into applicable files. Implements program relating to the imaging of complaint files. Monitors complaint hotlines and mails complaint forms to agency customers. Serves as back-up receptionist. May communicate with agency customers verbally and in writing.

### REPORTING RELATIONSHIPS:

Works under the direction and limited supervision of Division Director and Enforcement Program Administrator, with moderate latitude for using initiative and judgment within the limits of the agency's and Enforcement Division's policies and procedures. Work is subject to review by Division Director, Enforcement Program Administrator, and other agency staff.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provides complex administrative and technical services and assistance to Enforcement staff.

Performs assistance to agency staff with regard to Enforcement Division's files.

Maintains Enforcement Division's files, to include prompt retrieval and refiling of files and accurate filing of documents into files, including inspection reports.

Implements the procedures relating to record retention of complaint files, including the imaging of complaint files.

Assists in purging files in accordance with the agency's record retention schedule.

Monitors complaint hotlines to obtain names and addresses of complainants who are requesting a TSBP Complaint Form. Mails TSBP Complaint Forms to complainants

Serves as a back-up to receptionist

May communicate with agency customers verbally and in writing

**ESSENTIAL DUTIES AND RESPONSIBILITIES (continued):**

May perform duties of other Division administrative support staff in their absence

Maintains sufficient supplies on hand

Determines work priorities and schedules time accordingly

Maintains confidentiality of complaint information and associated documents

Complies with all agency personnel policies, including regular attendance

**OTHER DUTIES AND RESPONSIBILITIES:**

Performs related duties as assigned

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge and demonstrated ability to use standard office equipment and computer systems/software

Working knowledge and demonstrated ability of office practices and administrative procedures

Knowledge of filing systems, including alphabetical and numerical filing systems

Thorough knowledge of agency policies and procedures

Ability and skill to accurately and quickly file paper documents in a paper file, and skill to accurately and quickly file, retrieve and refile paper files

Ability to communicate clearly and effectively, both verbally and in writing

Ability to maintain effective working relationships with other employees

Ability to work independently and manage time efficiently

Ability to manage multiple priorities concurrently

Ability to meet rigid deadlines

Ability to maintain confidentiality

Interpersonal skills to interact with the public courteously and professionally

Memory Skills

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

Graduation from a standard senior high school or equivalent. One year of job-related experience is required. Job-related experience includes work as a data entry technician, administrative assistant, secretary, imaging technician, or file clerk, or work involving duties relating to investigative, regulatory, or legal support. Previous work experience at the Texas State Board of Pharmacy (TSBP) or in a pharmacy licensed by TSBP is highly desirable. Must have demonstrated ability in the use of office equipment and personal computers, including word processing and data entry. Must have knowledge of Microsoft Word. 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 identification checks; and (2) must be able to complete and pass required online class regarding security of criminal records.

**ENVIRONMENT/PHYSICAL CONDITIONS:**

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- (6) sitting and operating a personal computer.

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*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.*

New position 9/15/15