

**TEXAS MEDICAL BOARD
STATE JOB VACANCY NOTICE
Internal/External**

Job Posting: 18-503-25
Salary: \$3,025.99

Opening Date: April 25, 2018
Closing Date: Open Until Filled

No. of Openings: 3
Type of Employment: Full-Time

WIT# 3573325
Functional Job Title: Pre-Licensure Analyst I
Classification License and Permit Specialist III
Class Number: 0172/B16
FLSA Status: Non-Exempt
Location: Austin
How to Apply: All applications for employment with the Texas Medical Board must be submitted electronically by 5:00 p.m. central time on the job closing date through www.WorkInTexas.com. PAPER, FAX OR E-MAIL APPLICATIONS WILL NOT BE ACCEPTED.

Agency: Texas Medical Board
333 Guadalupe, Tower 3, Suite 610
Austin, TX 78768-2018
www.tmb.state.tx.us

NOTE: A criminal history check will be conducted on the primary candidate recommended for the position. Applicant will be required to furnish birth date and possibly SSN for this purpose.

Applicable Military Occupational Specialty (MOS) codes are included, but not limited to the following: SN, YN, 360, 0100, 0111, 3A1X1, 641X, 3A Additional Military Crosswalk information can be accessed at: http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.pdf

General Description

Performs complex (journey-level) licensing work in the Licensure Department, a program at the Texas Medical Board (TMB), including all eight sub-boards and committees. Work involves point-of-entry analysis of licensure applications and communicating with external and internal customers. Work is performed as a member of a team. Works under general supervision from the Licensure Manager and Licensure Analyst I Supervisor with moderate latitude for the use of initiative and independent judgment.

Principal Duties and Responsibilities

- 50%** Conducts point-of-entry analysis of licensure application packets. Coordinates and maintains record keeping and filing systems for applicant files, both paper and electronic.
- 40%** Corresponds with licensure applicants. Responds to inquiries regarding the status of licensure applications and the various licensure processes and procedures. Responds to inquiries from internal customers related to pending licensure applications.
- 10%** Performs related work as assigned

Experience and Education

- Graduation from standard senior high school or equivalent is required
- Experience in office practices and administrative support work is required
- Experience providing administrative support in a licensing and regulatory agency is preferred
- Graduation from an accredited four-year college or university is preferred
- Education and experience may be substituted for one another

Knowledge, Skills, and Abilities

- Knowledge of laws and regulations relevant to the agency
- Knowledge of office practices and administrative procedures
- Skill in the use of standard office equipment, personal computers and personal computer software packages, specifically word processing and spreadsheet applications
- Skill in oral and written communication (including telephone etiquette and business writing)
- Skill in establishing and maintaining cooperative working relationships
- Ability to prioritize work and meet deadlines
- Ability to organize and handle multiple tasks with flexibility
- Ability to thrive in a team environment and consistently display professional demeanor

- Ability to implement administrative procedures
- Ability to interpret rules, regulations, policies and procedures

Physical Requirements And/Or Working Conditions

The principal job are performed in a standard office environment and require :

- Regular and punctual attendance
- Frequent use of personal computer, copiers, printers, and telephones
- Frequent sitting
- Frequently working under deadlines, as a team player, and in direct contact with others
- Compliance with all agency policies and procedures, including but not limited to applicable confidentiality, security and safety rules, regulations and standards
- If hired, must provide document(s) within three days of hire date that establishes identity and employment eligibility

New Hires/Rehires

60-day waiting period for health coverage

Remarks

If you are selected, you will be called for an interview. You may be asked to complete a practical test to demonstrate you have the required experience at the time of your interview. **Only applicants who are interviewed will receive written notification of application results.**

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

The Texas Medical Board does not discriminate on the basis of race, color, national origin, sex, age, religion, disability or veteran status. Employment opportunities shall not be denied a qualified individual with a disability that requires a reasonable accommodation. The applicant should communicate requests for reasonable accommodations by calling (512) 305-7146.

Selective Service Requirement: If selected for employment, male applicants age 18 through 25 must present proof of registration or exemption with the federal Selective Service System