

## TEXAS BOARD OF NURSING JOB VACANCY ANNOUNCEMENT

To apply, please visit [www.WorkInTexas.com](http://www.WorkInTexas.com)

Job Title	License and Permit Specialist II/III- Fingerprinting	Closing Date	Posted Until Filled
Reports To	Customer Service Manager	Posting Number	22-13
Salary Group	B14/16- \$2,595 to \$4,000 per month	Schedule	Full Time
Insurance Waiting Period	At least 60 day waiting period for health coverage for new employees		

### Military Crosswalk

Army	None	Navy	SN,YN,YNS
Air Force	3F5X1	Marines	0100,0111,0102,0170
Coast Guard	YN		

### General Description

Performs senior level administrative support and/or technical program assistance work in managing the fingerprint requisition, criminal background checks (CBCs), receipt verification, and approval process for Texas RN and LVN graduates and licensees, applicants for license by endorsement, and Declaratory Order Petitioners in the Operations Department.

### Duties and Responsibilities

Will enter data and track processing of FBI fingerprint cards. Will answer written inquiries from internal and external customers via letters, e-mail, fax and by phone. Will manage large databases utilizing essential commands such as mail merges and sorting. Will match documents with other information received. Will prepare documents for eligibility review. Will provide statistical information upon request from Supervisor. Will assist agency departments with records retention schedule. Will research general agency questions and provide results to staff. Will file documents for other agency departments upon request. Will prepare and send monthly CBC reports to schools of nursing. Will prepare and send correspondence on rejected CBCs. Will update NURSE system with current data received on CBCs. Will interpret and evaluate information concerning agency procedures and make recommendations as appropriate. Will assist in the preparation, editing and distribution of correspondence, reports, forms and documents. Will coordinate meetings between departments as needed. Will serve as agency troubleshooter for time sensitive work situations. Will review, prepare and edit data in charts, graphs and databases and prepare summaries. Will develop, edit and review training material.

### Knowledge, Skills and Abilities

Able to manage large volumes of complex paperwork requiring time-limited processing. Ability to establish and maintain effective working relationships with supervisor, peers, agency staff and external customers. Ability to use and apply data and/or word processing equipment. Ability to compose written business correspondence. Attention to detail. Ability to handle sensitive documents.

### Education and Experience Requirements

High school graduate or equivalent. Two years of college level courses preferred.

### Environment/Physical Conditions

This position is based in our downtown office in Austin, Texas. The work for this position will be primarily performed in this downtown office location, but occasional travel may be required. Work typically takes place in an environmentally controlled office setting.

The Texas Board of Nursing is an Equal Employment Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, genetic information, or status as an individual with a disability or protected veteran in its hiring and recruitment process. Veterans' and former foster youth employment preferences are granted as required by law. The Texas Board of Nursing participates in E-Verify, and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.