

TEXAS BOARD OF NURSING

Position Description
April 2016

- I. TITLE: Administrative Assistant IV (0156) (A15)
- II. DEFINITION: Performs complex administrative support and/or technical program assistance to the Program Supervisor in managing student criminal background check process.
- III. QUALIFICATIONS:
 - A. Personal:
 1. High degree of personal integrity
 2. Self-reliant and uses independent judgement
 3. Motivated to accomplish assigned tasks efficiently and effectively
 4. Communicates effectively with co-workers and public
 5. Neat in appearance
 6. Punctual
 - B. Educational:

High school graduation or equivalent, including or supplemented by, courses and/or experience in office practices and administrative procedures, electronic communication systems, including use of computers, and data processing.
 - C. Knowledge:
 1. Thorough knowledge of appropriate office techniques and procedures
 2. Typing speed of 40 words per minutes (TWC Typing Test)
 3. Capable of independent work with minimum supervision
 4. Knowledge of Board's rules and regulations
 5. Proficient with personal computer, word processing and various software packages
- IV. WORK SUPERVISED BY: Program Supervisor III
- V. FUNCTIONS:
 - A. Assist in the development and maintenance of forms, form letters and policies and procedures.
 - B. Assist in the development of retention policies and procedures for the Enforcement Department's records.
 - C. Maintain the Enforcement Department's records according to the State Records Retention Schedule.
 - D. Assistant in the performance of administrative support services for the department.
 - E. Open, monitor and maintain correspondence for cases involving renewal issues pertaining to Criminal Background information, to include agreed orders and final

dispositions.

- F. Perform administrative support duties related to eligibility of students and endorsee's in coordination with the eligibility investigators.
- G. Assist Supervisors with escalated phone calls.
- H. Maintain effective communication with co-workers to promote teamwork in the accomplishing departmental and agency function.
- I. Perform other duties and assignment as necessary.

VI. CONDITIONS OF EMPLOYMENT:

- A. Refer to personnel policies.
- B. Non-exempt from the Fair Labors Standards Act.