

TEXAS BOARD OF NURSING

Position Description

November 2016

I. TITLE: Clerk IV (0059) (A11)

II. DEFINITION: Performs senior level clerical work in the Board's Operations Department. Work involves supporting the examination, endorsement and licensing sections with peak volumes of work and serving as back up to Operations staff.

III. QUALIFICATIONS:

A. Personal

1. High degree of personal integrity
2. Self-reliant and exercises good judgement
3. Motivated to accomplish assigned tasks efficiently, effectively, and independently
4. Able to communicate respectfully and effectively with co-workers and public
5. Neat in appearance
6. Punctual
7. Flexible and able to adapt to change
8. Team oriented to accomplish department's and agency's goals
9. High degree of organization

B. Educational

High school graduation or equivalent

C. Knowledge, Skills, and Abilities

1. Able to manage large volumes of complex paperwork requiring time-limited
2. Ability to establish and maintain effective working relationships with supervisor, peers, agency staff and external customers.
3. Ability to use and apply data and/or word processing equipment.
4. Ability to compose written business correspondence.
5. Must type a minimum of 30 words per minute.

IV. WORK SUPERVISED BY: Program Supervisor VI

V. ESSENTIAL FUNCTIONS:

- A. Will match, alphabetize, and file large volumes of applications with corresponding documentation.
- B. Will review, edit, and reconcile discrepancies in applications and corresponding documentation.
- C. Will assist all agency departments with general clerical and data processing duties upon request.

VI. CONDITIONS OF EMPLOYMENT

- A. Refer to human resource manual.
- B. This position is nonexempt from the Fair Labor Standards Act.