

Job Vacancy Notice

Listing Number: BON 19-12
Starting Wage: Between \$2,800 and \$3,200/Month
and State Benefits

Posting Date: April 4, 2019
Closing Date: April 23, 2019

Texas Board of Nursing
333 Guadalupe, Suite 3-460
Austin, Texas 78701
(512)305-6801

POSITION TITLE: Administrative Assistant IV **CLASSIFICATION NUMBER: 0156**
GROUP: A15

WORK LOCATION ADDRESS: 333 Guadalupe, Suite 3-460 Austin, Texas 78701

PERSON TO CONTACT: Mark Majek (Mark.Majek@bon.texas.gov)

DESCRIPTION OF DUTIES: Will perform administrative support duties to assist Enforcement staff with criminal background checks and eligibility issues. See attached job description for further details.

GENERAL QUALIFICATION REQUIREMENTS:

Experience and Education: Experience with Word software preferred. Knowledge of appropriate office procedures and techniques. Must type a minimum of 40 WPM (TWC Typing Test Required).

Education: Must have a high school diploma or equivalent. Post high school coursework preferred.

Personal: Good communication skills, capable of independent work and the ability to make decisions required. Must have the ability to perform tasks with minimum errors.

Military Occupation Codes: Army - 15P, 36B, 42A, 56M, 68J, 88H, 88N, 89A, 89B, 92A, 92Y, 15, 36, 42, 56, 68, 88, 89, 92; Navy - AZ, LS, MC, PS, RP, SN, YN, 641X, 741X; Coast Guard - YN, 360, 018; Marine - 0100, 0111, 6046, 0102, 0170, 4430, 01, 60, 01, 44; Air Force - 3A1X1, 8A200, 3A, SDI

Please go to agency website at www.bon.texas.gov for an application and job description. Applications must be mailed or emailed to the appropriate address above to the attention of Mark Majek. Selected applicants will be notified as to further instructions regarding interviews. TWC typing test verification of a minimum of 40 wpm must be submitted prior to interview, if granted. If you need an accommodation(s), please contact Mark Majek at (512)305-6801 (Voice), (512)305-7401 (FAX) or 1-800-Relay-Tx (TDD).

