

## TEXAS BOARD OF NURSING JOB VACANCY ANNOUNCEMENT

To apply, complete a State of Texas Application at [WorkinTexas.com](http://WorkinTexas.com)

Job Title	License and Permit Specialist II	Closing Date	When Filled
Reports To	Program Supervisor- APRN Licensure	Posting Number	22-05
Salary Group	B14 \$2595.33 to \$4094.50 per month	Schedule	Full Time
Insurance Waiting Period	At least 60 days from start date	Travel	Must be willing to travel within the State of Texas

### Military Crosswalk

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

### General Description

Provides moderately complex administrative and licensing work to the APRN department. Receives and reviews applications and documents for Advanced Practice Registered Nurse licensure and Prescriptive Authority and performs a variety of advanced administrative procedures for the Nursing department. Communicates with internal and external customers relating to APRN licensing procedures and requirements. Provides administrative support to Advanced Practice and Nursing Practice Advisory Committees, as well as other committees and work groups. Assists Nursing Consultants with reports and work activities as required. Assists with other departmental projects/activities as required or assigned. Works under general supervision, with limited latitude for the use of initiative and independent judgment.

### Duties and Responsibilities

Oversees and updates processing and record keeping of Advanced Practice Registered Nurse licensure and Prescriptive Authority in an accurate and efficient manner. Assists with department correspondence, filing, and delivery of mail and material Collects and maintains pertinent statistics/data regarding Advanced Practice Registered Nurses and other needed information on nursing practice activities. Seeks resources to accomplish workload activities as necessary Assists in the approval of select and assigned Advanced Practice Registered Nurse licenses and permits, and prescriptive authority based on state statutes, administrative codes, and agency policies/procedures at the direction of the supervisor

- Initial screening and review of Advanced Practice Registered Nurse and Prescriptive Authority applications and supporting documents
  - Assists with administration of waiver process for electronic prescribing as required by state law.
    - Consults with the Nurse Consultants and supervisor when necessary

Prepares notices, correspondence, and reports related to license and permit activities and compliance

- Responds to Advanced Practice Registered Nurse licensure inquiries, and assigns or transfers calls and emails to appropriate person when required
- Maintains effective communication with co-workers and supervisors to promote teamwork in accomplishing departmental and agency functions.
  - Maintains records according to Record Retention Schedule May train departmental staff as assigned
  - Provides administrative support within department and agency as assigned
- Supports Advanced Practice and Nursing Practice Advisory Committees, and other meeting and workgroups of the Department
  - Serves on agency committees as assigned
- Assists Nursing Consultants and supervisor with Nursing Department activities/projects as assigned, such as workshops and webinars
  - Participates in cross-training activities in the Professional Nursing Department and throughout the Agency as assigned

Completes assigned activities; anticipates delays in completion dates and makes alternative plans and/or notifies supervisor. Performs other duties as assigned.

### Knowledge, Skills and Abilities

Knowledge of appropriate office techniques, equipment, and procedures. Capable of independent work with minimal supervision. Ability to respond to internal and external inquiries in a timely and thorough manner. Ability to use computer hardware and software Excellent communication skills Use of Microsoft Office Suite.

**Education and Experience Requirements**

Graduation from a standard senior high school or equivalent. Two years of college course work 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.

**How To Apply**

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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.