

Texas Board of Nursing

Position Description

October 2017

- I. TITLE: Administrative Assistant IV
- II. DEFINITION: Performs advanced senior-level administrative work including reviewing NCLEX applications, Declaratory Orders, and Special Accommodations and approving applicants to test. Assists Program Supervisor with maintaining Department statistics, daily work procedures, and researching & resolving file discrepancies. Works under limited supervision with considerable latitude for independent judgement.
- III. QUALIFICATIONS:
- A. Personal:
1. High degree of personal integrity
 2. Self-reliant and exercises good, independent judgement
 3. Motivated to accomplish assigned tasks efficiently and effectively
 4. Communicates effectively and respectfully with co-workers and public
 5. Neat in appearance and Punctual
 6. Able to adapt to change
 7. Able to work effectively in a team to accomplish department and agency goals
 8. Organized and attentive to detail
- B. Educational:
High school graduation or equivalent with two years of college experience.
Baccalaureate Degree preferred.
- C. Knowledge, Skills, Abilities:
1. Able to understand, interpret, and communicate department and agency policies and procedures
 2. Able to communicate effectively with peers and supervisor
 3. Able to establish and maintain effective working relationship with peers and supervisor
 4. Able to work independently with minimum supervision
 5. Proficient with personal computer, word processing and various software packages
 6. Able to compose business correspondence
 7. Must type a minimum of 35 words per minute (TWC Typing Test)
- IV. WORK SUPERVISED BY: Program Supervisor III

V. FUNCTIONS:

- A. Accurately and efficiently reviews & data entries large volume of NCLEX Applications, Declaratory Orders, CES Reports, and Special Accommodations Requests into NURSE database
 1. Reviews applications for appropriate fees & licensure eligibility
 2. Reviews & updates CES Reports and notifies applicants of additional requirements (if any)
 3. Verifies Declaratory Orders include all required documents (statements and relevant paperwork for all eligibility incidents)
 4. Reviews eligibility reports and requests additional paperwork as needed
 5. Processes incoming mail and notifies applicants when items are not acceptable or additional items are required
 6. Reviews completed NCLEX applications, issues Authorizations to Test (ATT) and issues approval for GN/GVN permits, when applicable
 7. Reviews Special Accommodations requests for accuracy and submits for review
- B. Assists Program Supervisor in maintaining Department files per agency Records Retention Schedule
- C. Maintains the Departments daily processing logs & creates statistical reports for Program Supervisor regarding Department performance/status
- D. Assists Program Supervisor with researching and responding to requests regarding file discrepancies
- E. Assists Program Supervisor in ensuring daily workloads are completed within required timeframes
- F. Assists in maintaining the scanning of approved Declaratory Orders into Laserfiche
- G. Assists Program Supervisor with reviewing & revising Department policies and procedures as needed
- H. Perform other work related duties as assigned.

VI. CONDITIONS OF EMPLOYMENT:

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