

Texas Board of Nursing

Position Description

October 2017

- I. TITLE: Administrative Assistant V
- II. DEFINITION: Performs highly-advanced senior-level administrative work including reviewing NCLEX applications, Declaratory Orders, and Special Accommodations and approving applicants to test. Maintains Department statistics, develops daily work plans & assignments, researches & resolves file discrepancies. Works under minimal supervision with extensive 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. Coordinates the maintenance and destruction of 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. Researches and responds to requests regarding file discrepancies
- E. Assists Program Supervisor with developing, updating, and maintaining Department information on BON website
- F. Ensures daily workloads are completed within required timeframes, anticipates delays, develops alternate plans and/or notifies Program Supervisor
- G. Maintains the scanning of approved Declaratory Orders into Laserfiche and coordinates the pickup of scanned files for microfilming
- H. Assists Program Supervisor with reviewing & revising Department policies and procedures as needed
- I. Assist in developing Department training material
- J. Assists in training & supervising staff
- K. May serve as lead in Department in absence of Program Supervisor
- L. 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.