

TEXAS BOARD OF NURSING

Position Description

August 2017

- I. Title: Administrative Assistant IV (0156) (A-15)
- II. Definition: Provides complex technical and administrative assistance to the Department of Nursing. Performs a variety of technical-administrative duties and is responsible for Advanced Practice Registered Nurse and Prescriptive Authority licensing area activities under the direction of the APRN Licensure Supervisor. Provides administrative support to Advanced Practice Nursing Advisory Committee, as well as other committees and work groups as assigned. Assists Nursing Consultants with reports and work activities as required. Assists with other departmental projects/activities as required or assigned.
- III. Qualifications:
 - A. Personal:
 - 1. High degree of personal integrity
 - 2. Self-reliant and uses independent judgement
 - 3. Motivated to accomplish assigned tasks efficiently and effectively
 - 4. Organized and able to prioritize
 - 5. Attentive to detail
 - 6. Communicates effectively with co-workers and the public
 - 7. Neat in appearance
 - 8. Punctual
 - 9. Displays accountability for actions and development needs with a deep sense of responsibility.
 - B. Educational:

Earned associate degree. Baccalaureate degree preferred.
 - C. Knowledge, Skills and Abilities:
 - 1. Knowledge of appropriate office techniques, equipment, and procedures
 - 2. Capable of independent work with minimal supervision
 - 3. Use of personal computer
 - 4. Excellent verbal and written communication skills
 - 5. Use of Microsoft Office Suite
- IV. Work Supervised by: Program Supervisor for APRN Licensure

V. Functions:

- A. Oversees and updates Advanced Practice Registered Nurse and Prescriptive Authority authorization processing and record keeping.
- B. Initial screening and review of Advanced Practice Registered Nurse and Prescriptive Authority applications and supporting documents consulting with department staff and supervisor when necessary.
- C. Assists with department correspondence, filing, and delivery of mail and materials.
- D. Collects and maintains pertinent statistics/data regarding Advanced Practice Registered Nurses and other needed information on nursing practice activities.
- E. Answers the Advanced Practice Department main line, responds to inquiries, assigns or transfers calls to appropriate person, and takes messages when needed.
- F. Provides administrative support to Advanced Practice and Nursing Practice Advisory Committees, and other meeting and workgroups of the Department.
- G. Serves on agency committees as assigned.
- H. Assists department staff and supervisor with Department activities/projects as assigned i.e., workshop/practice, education/examination and other Departmental activities and projects.
- I. Assists in maintaining records according to Record Retention Schedule.
- J. Completes assigned activities; anticipates delays in completion dates and makes alternative plans and/or notifies supervisor.
- K. Seeks resources to accomplish workload activities as necessary.
- L. Participates in cross-training activities in the Professional Nursing Department and throughout the Agency as assigned
- M. Maintains effective communication with co-workers and supervisors to promote teamwork in accomplishing departmental and agency functions.
- N. Performs other duties as assigned

VI. Conditions of Employment:

- A. Refer to personnel policies.
- B. Position is non-exempt from the Fair Labor Standards Act