

TEXAS BOARD OF PROFESSIONAL ENGINEERS
JOB VACANCY NOTICE

Functional/Working Title:	Licensing Specialist
State Classification Title and Number:	Program Specialist I - 1570
Military Occupational Codes:	Air Force – 8U000, 16GX, 86M0, 86PO, 88A0, 60C0; Army – 11, 11B, 11C; Coast Guard – 205, 360, OS, YN, 040, OSS; Marines – 0111, 0231, 0481, 0521, 7041, 8005; Navy – OS, YN, YNS, 711X, 641X
Salary and Salary Group:	\$3,081.33 monthly - B 17
Preferred Years of Experience:	2
Division:	Licensing
Review of Job Description & Responsibilities:	Annually
Immediate Supervisor's Title:	Licensing Team Leader
Job Posting No:	460-RDS-081817
Closing Date:	Open Until Filled

Only applicants who are interviewed will receive written notification of non-selection. During the interview process, applicants may be required to perform a computer exercise.

POSITION DESCRIPTION AND RESPONSIBILITIES

The Licensing Specialist will be interviewed and selected by the Director of Licensing and the Licensing Team Leader and report directly to the Licensing Team Leader. The position requires strong attention to detail in reviewing, analyzing and interpreting policies, procedures and rules related to licensure, examination, and renewal of engineering licenses. The position will be responsible for preparing, interpreting, and disseminating information on the agency's rules and procedures for examinations, EIT certification, licensing, and firm registration, including renewals. Provide relevant information to licensed engineers and the general public. Adhere to departmental customer response deadlines while providing excellent customer service. Other primary duties will include filing, responding to emails, phone calls and faxed requests; may also include scanning confidential documents. Must be skilled in the use of standard office equipment and software. Hours of employment are to be 8:00 a.m. to 5:00 p.m. Monday through Friday. The Licensing Specialist will be required to observe all applicable agency policies and procedures, including adherence to established leave and attendance policies, safety rules and regulations in the use of state property. Upon successful completion of training, work shall be performed under limited supervision with latitude for the use of initiative and independent judgment.

MINIMUM QUALIFICATIONS

The Licensing Specialist should possess:

- Ability to interpret and explain rules, regulations, policies and procedures governing licensing
- Knowledge of general office practices, including administrative procedures and processes
- Skills necessary in utilizing standard office equipment; to include the use of personal computers
- Knowledge of Microsoft Word, Excel, Outlook, Access, and other related software
- Adaptability to performing other duties as assigned

PREFERRED QUALIFICATIONS

To include knowledge and experience in:

- Data entry, maintaining and updating confidential records through the use of an internal database
- Effective communication to include oral and written
- Demonstration of excellent customer service skills
- Ability to establish and maintain a professional working relationship with peers

EXPECTATIONS

Work is expected to be performed under moderate supervision with limited latitude for the use of initiative and independent judgment. Attends work on a regular and predictable schedule in accordance with agency leave policy.

EDUCATION

Graduation from an accredited four-year college or university with major course work in engineering, construction, criminal justice or public administration preferred. Experience and education may substitute one for another.

OTHER

TBPE is an Equal Employment Opportunity Employer. The Board does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status in employment or in its activities. Minorities, veterans, and disabled applicants are encouraged to apply.

The selected applicant must show proof of eligibility to work in the U.S. in compliance with the Immigration Reform and Control Act. Proof of eligibility to work in the U.S. will be confirmed using E-Verify. All males who are age 18 through 25 and required to register with the Selective Service must present proof of registration or exemption from registration upon hire.

IMPORTANT NOTE TO ALL APPLICATIONS: Only applicants scheduled for interviews will be contacted. Should you be contacted for an interview and require reasonable accommodation, please inform the scheduling representative of such accommodation.

HOW TO APPLY

Submit a completed official State of Texas Employment Application Form, Applicant EEO Data Form with original signature to TBPE Attn: Human Resources 1917 S IH 35 Austin, Texas 78741-3702. Applications that are incomplete and or hand-written, double-sided will not be considered. Resumes are optional and may be included with the official State of Texas Employment Application Form, but not in lieu of the form.