



TEXAS DEPARTMENT OF LICENSING & REGULATION
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JOB POSTING

Licensing-License and Permit Specialist
License and Permit Specialist II
\$40,000.08 annually
\$3,333.34 monthly

Posting No: 0904-23

Opening Date: 09/09/22

Group: B14

Position: multiple positions

Closing Date: Open Until Filled

Job Description

The License and Permit Specialist is selected by and responsible to the Licensing Manager and performs moderately complex licensing duties for the Licensing Division. Work involves initial review, analysis and input of licensing applications and fee payments; records maintenance; responding to customer and staff inquiries; disseminating information concerning agency programs and services; and may include training of new personnel. The License and Permit Specialist is responsible for maintaining and providing statistical data to the Licensing Manager. Work is performed under general supervision with limited latitude for exercising initiative and independent judgment. Work requires frequent contact with the public, government officials and department staff.

Essential Duties

- Receives, reviews, processes incoming license applications. Inputs applications and fee payments as needed, and generates letters of incomplete application and monitors as necessary. Issues licenses when all requirements are met.
- Reviews and processes outgoing and incoming correspondence for correction and completion.
- Provides administrative and technical assistance related to license and permit requirements to the general public, agency staff, and government and elected officials; answers questions and explains licensing laws and rules; and supplies information regarding license and permit processing, policies, and procedures in a positive and professional manner in such a way to as to instill confidence and trust.
- Prepares and maintains records associated with license applications.
- Complies with division and/or agency training requirements.
- Keeps management appropriately informed of ongoing activity and critical matters affecting the operational well-being of the agency.
- Demonstrates a spirit of teamwork offering positive and constructive ideas, encouragement, and support of other members of the team and division staff.
- Adheres to all TDLR Personnel Policies and performs other duties as assigned or required to maintain agency and division operations.

Minimum Requirements

One (1) years of responsible administrative experience which involved office practices and procedures required. Experience in the issuance of licenses, registrations, or certifications preferred. Sixty (60) hours of college coursework from an accredited college or university may substitute for the experience requirement.

Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of YN- Yeoman, 0100 Basic Admin. Marine, 3A1X1- Admin., 01- Manpower and Administration or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply.

Additional Military Crosswalk information can be accessed at:

http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.pdf

Remarks

The successful candidate will have: Knowledge of administrative rules, policies and procedures; of applicable administrative codes and statutes; and, of agency programs and databases. Skill in research techniques; and, in drafting basic business correspondence using proper spelling, punctuation, sentence structure, and grammar. Skill in the use of the internet; in Microsoft Office and applicable software such as Outlook, Excel, Word and TEAMS; and, in standard office equipment. Ability to establish and maintain courteous, effective working relationships; to understand, interpret and explain agency laws, rules, policies and procedures; and, to train personnel. Ability to work in a team environment, coordinating work flow within the team; to perform research; and, to communicate effectively. Ability to provide friendly, caring service to customers; and, to work simultaneously in multiple databases.

Applications may be downloaded from our website <https://www.tdlr.texas.gov/employ.htm>. Mail, email, or fax applications to: TDLR, Human Resources Office, P. O. Box 12157, Austin Texas 78711, Fax (512) 475-3377, E-mail human.resources@tdlr.texas.gov. Only fully completed, typed state application will be accepted. Resumes will not be accepted in lieu of state applications.

This job is covered by the Fair Labor Standards Act (FLSA). FLSA-eligible employees who work in excess of 40 hours in a workweek receive time off at a time-and-one-half rate as the primary method of compensation in lieu of cash payment.

TDLR IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

TDLR participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

TDLR provides a total compensation package that enables us to attract, motivate, and retain highly skilled and talented employees, including a merit system, full use of salary ranges, performance awards, retention and recruitment bonuses.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

In compliance with the Americans with Disabilities Act (ADA), TDLR will provide reasonable accommodation during the hiring and selection process for individuals with a disability. If you need assistance completing the application, contact TDLR Human Resources at 512-463-7184. If you are contacted for an interview and need accommodation to participate in the interview process, please notify the person scheduling the interview.