

Texas State Board of Dental Examiners
333 Guadalupe, Suite 3-800
Austin, Texas 78701
512-463-6400 phone; 512-463-7452 fax
<http://www.tsbde.texas.gov>

PROGRAM SPECIALIST I – Intake Legal Assistant

Position: Full time (40 hrs/wk)	Salary: \$36,976-\$42,511
Classification Number: B17 Group: 1570	Posting Date: September 22,2016
Listing Number: 504-17-003 FLSA Status: Non-Exempt Number of Openings: 1	Closing Date: Until Filled Start Date: October 15, 2016
Contact: hr@tsbde.texas.gov ; (512) 475-0975	

DESCRIPTION OF DUTIES:

This job description is not an employment agreement or a contract. Management has the exclusive right to alter this job posting or job description at any time without notice.

The Texas State Board of Dental Examiners (TSBDE) is the state agency that regulates the practice of dentistry in Texas. As of September 1, 2014 the agency is authorized to employ 58 FTEs and has 15 board members. Because the TSBDE is a small agency, all employees must exhibit a spirit of teamwork and cooperation and be willing to assist in any agency work activities as necessary.

The Intake Specialist is a legal assistant position who will work under the general supervision of the Chief Legal Officer, with moderate to considerable latitude for the use of initiative and independent judgment. The Intake Specialist will perform moderately complex (journey-level) intake specialist and legal assistant work.

Work involves reviewing complaints and other documents submitted to the agency, obtaining information, and assessing complaints and background information for determination of priority, allegation type, and handling. The successful candidate will demonstrate both teamwork and independence, while ensuring that all assigned activities are performed quickly, accurately, and in compliance with all applicable state rules, regulations and requirements. Full-time employment (40 hours per week) is required.

EXAMPLES OF WORK PERFORMED:

- Performs job tasks required of the agency's intake program.
- Reviews submitted complaints and background information to classify complaints as jurisdictional and non-jurisdictional; identifies emergency complaints and routes for appropriate handling or referral.
- Enters information into agency databases and queries internal and external databases and systems, including the National Practitioner Databank.
- Collaborates with Dental Director and Director of Investigations to obtain necessary information to conduct preliminary investigation.
- Determines whether a preliminary investigation supports the commencement of an official investigation.

- Identifies allegations and determines priority of complaints routed to an official investigation.
- Reviews advertising complaints and drafts, drafts and mails deficiency notices, and coordinates complaint resolution.
- May prepare basic case resolution materials.
- Prepares statistical and administrative reports related to intake review.
- Prepares, proofreads, and edits correspondence and other legal and administrative documents.
- Prepares investigation file for assignment to field investigator, field inspector or attorney
- Performs related work as assigned.

MINIMUM QUALIFICATION REQUIREMENTS:

EDUCATION: Experience as a paralegal, legal assistant, or investigator. Experience in administrative law is preferred. Graduation from a four-year college of university with major coursework in paralegal studies, health, or a related field is preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, & ABILITIES:

- Knowledge of legal practices and terminology; and of spelling, punctuation, sentence structure, and grammar.
- Ability to prepare legal correspondence and documents and to maintain files and records.
- Ability to review a file and summarize findings, conduct research, interpret and apply laws, assess case strengths and weaknesses, prepare cases for hearing, use legal reference materials, prepare briefs, and communicate effectively, both verbally and in writing.
- Strong attention to detail.
- Skill in using a computer, databases, and applicable software.
- Ability to work effectively and independently in a dependable and organized manner in order to meet various deadlines.
- Ability to work cooperatively with others in a team environment.

OTHER: Normal office environment in downtown Austin office location. Tobacco-free work environment. Work hours are normally 8:00 AM – 5:00 PM, Monday through Friday. Some overtime may occasionally be required. Travel out of Austin may occasionally be required.

In compliance with House Bill 2559 agencies that hire a person who is retired from the Employees Retirement System (ERS) on or after September 1, 2009 are required to remit a surcharge of 9.5% each month the return-to-work retiree is employed. Selected candidates meeting this requirement will be offered a base salary 9.5% lower to cover this surcharge.

The following Military Occupation Specialty (MOS) codes are generally applicable to this position: 270A, 4400, 4421, 4430. Applicants must fully complete the summary of experience on the State of Texas Application to determine if minimum qualifications are met.

To Apply: Applicants must submit official State of Texas Employment Application (see <http://www.twc.state.tx.us> for download). Applications may be emailed to hr@tsbde.texas.gov, mailed to 333 Guadalupe, Suite 3-800, Austin, TX 78701. Applicants may submit a resume in addition to the official State of Texas Employment Application but the resume may NOT be

substituted for the official State of Texas Employment Application. Selected applicants will be notified regarding interviews. If an accommodation is needed, please call at 512-475-0975.

The Texas State Board of Dental Examiners (TSBDE) is an Equal Opportunity/Affirmative Action/ADA employer. The Board's employment positions are covered by the Fair Labor Standards Act (FLSA). TSBDE does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status.