



# REAL ESTATE COMMISSION

## APPRAISER LICENSING & CERTIFICATION BOARD

### JOB VACANCY ANNOUNCEMENT (LICENSING SPECIALIST)

**\*\*THREE POSITIONS AVAILABLE\*\***

#### Education & Licensing Services Division

<b>Job Posting Number:</b>	1502-14-ELS	<b>Monthly Salary:</b>	\$2,375.00
<b>State Classification:</b>	License & Permit Specialist I	<b>Class No., Group:</b>	0170, B12
<b>Location:</b>	Austin	<b>FLSA Status:</b>	Nonexempt
<b>Work Week:</b>	Monday-Friday, 40 hours/week (flex schedule may be possible after first evaluation)	<b>Travel:</b>	None
<b>Posting Date:</b>	February 12, 2015	<b>Closing Date:</b>	Until Filled
<b>Job Summary:</b>	Prepare and process batches and perform complex data entry. Review and process applications, renewals, change forms and other documents. Assist the public and licensees verbally or in writing. Work closely with agency staff to accomplish tasks.		
<b>Minimum Education:</b>	High School Graduate or Equivalent		
<b>Experience:</b>	Minimum two years work experience reviewing and processing documents		
<b>Knowledge, Skills and Abilities:</b>	<ul style="list-style-type: none"><li>• Knowledge of general business procedures and use of standard office equipment</li><li>• Skill in operating a personal computer with word processing, database, and spreadsheet software</li><li>• Skill in providing excellent customer service to both internal and external customers</li><li>• Effective verbal and written communication, human relations and organizational skills</li><li>• Ability to communicate professionally via telephone and email</li><li>• Ability to perform specialized data entry and data retrieval on the computer database</li><li>• Ability to review documents for accuracy and completeness</li><li>• Ability to work successfully in a dynamic, multi-tasking environment</li><li>• Ability to successfully function as a team member and work effectively with team leaders, managers and co-workers</li><li>• Ability to consistently present a professional image to licensees, the public and co-workers</li><li>• Ability to lift items weighing up to 20 pounds</li><li>• Ability to accurately type 40 wpm (TWC typing score required)</li></ul>		
<b>Job Duties:</b>	<ul style="list-style-type: none"><li>• Review and process applications and supporting documents</li><li>• Apply agency rules or regulations when processing work</li><li>• Check applications for completeness</li><li>• Data enter money batches and complex application information</li><li>• Compose accurate, professional written correspondence, to include email</li><li>• Update licensee files</li><li>• Assist licensees and the public via telephone, email or in person</li><li>• Use scanner, copier, multi-line telephone system, fax machine and other office equipment</li><li>• Maintain records in accordance with division procedures and the Records Retention Schedule</li><li>• Perform other duties as assigned</li></ul>		
<b>Additional Requirements:</b>	Cover letter detailing how your education and experience meets the requirements of the position Resume <b>BEFORE submitting an application, all applicants must take a typing test at the Texas Workforce Commission (TWC) and provide documentation of a net score of 40 correct wpm.</b>		

TREC/TALCB is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in employment or in the provision of services. Applicants should communicate requests for disability-related accommodations during the application process to Human Resources. 1-800-RELAY TX (for hearing impaired).

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.

Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed application.

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**(Continued)**

**To Apply:** Submit a complete (no blanks) State of Texas Employment application, cover letter and typing score to: [human.resources@trec.texas.gov](mailto:human.resources@trec.texas.gov)

**Contact:** Glenn Tramel, Human Resources 512-936-3604

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