

TEXAS



REAL ESTATE COMMISSION

APPRAISER LICENSING & CERTIFICATION BOARD

JOB VACANCY ANNOUNCEMENT PROGRAM SPECIALIST Standards & Enforcement Services Division

Job Posting Number:	1508-26-SES	Monthly Salary:	\$3,100.00 - 3,250.00
State Classification:	Program Specialist I	Class No., Group:	1570, B17
Location:	Austin	FLSA Status:	Nonexempt
Work Week:	Monday-Friday, 40 hours/week (flex schedule may be possible after first evaluation)	Travel:	None
Posting Date:	August 24, 2015	Closing Date:	Until Filled
Job Summary:	Perform routine program-specific work researching, analyzing, and investigating backgrounds, including criminal history and other issues such as child support and nonpayment of guaranteed student loans for the Standards & Enforcement Services division. Explains program specifics and requirements to other staff and the general public. Assist Program Coordinator related to application & fingerprinting program.		
Minimum Education:	Graduation from an accredited four-year college or university. Experience can substitute for education on a year-for-year basis.		
Experience:	Minimum two years progressively responsible experience performing advanced administrative support work Work experience reviewing, evaluating, or analyzing complex written documents Work experience preparing technical program reports		
Job Duties:	<ul style="list-style-type: none">• Review license applications, moral character determinations (MCDs) and renewals, including criminal background checks in DPS and FBI databases for criminal offenses for enforcement-related referrals• Review and analyze fingerprint results• Prepare and maintain cases for MCDs, applications, and renewals• Respond to phone or written inquiries from the public concerning applications, MCDs, student loan defaults, and other background information• Perform other duties as assigned		
Knowledge, Skills and Abilities:	<ul style="list-style-type: none">• Knowledge of general business procedures and use of standard office equipment• Skill in providing excellent customer service to both internal and external customers• Effective verbal and written communication, human relations and organizational skills• Effective skill in computer processing and databases• Ability to maintain strict confidentiality• Ability to analyze information and make sound recommendations• Ability to research, analyze and apply statutes and rules• Ability to successfully function as a team member and work effectively with team leaders, managers and co-workers• Ability to consistently present a professional image to license holders, the public, and co-workers• Ability to adapt successfully and quickly to change and deliver quality results in a timely manner• Ability to work successfully in a dynamic, multi-tasking environment		
Preferred Qualifications:	<ul style="list-style-type: none">• Two years work experience reviewing and analyzing licenses or researching criminal history for an occupational regulatory agency• Experience working with the public• Knowledge of Chapter 53, Texas Occupations Code		

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).

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

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.

Applicants who possess a valid Texas Real Estate License will be required to place their license in an "Inactive" status.

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

**JOB VACANCY ANNOUNCEMENT
PROGRAM SPECIALIST
STANDARDS & ENFORCEMENT SERVICES DIVISION
(Continued)**

- Additional Requirements:** Resume and cover letter describing how your experience ties to the duties of the position
- Environmental & Physical Conditions:** Normal office work environment, mostly sedentary in nature. May involve walking; standing; remaining stationary for long periods of time; pulling and pushing; kneeling, stooping and bending; and safely lifting and carrying items weighing up to 20 pounds. Work involves extensive telephone usage and repetitive hand/wrist/finger motions while using the computer.
- Military Crosswalk information:** http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf
- To Apply:** Submit a complete (no blanks) State of Texas Employment Application along with any additional requirements listed above to: human.resources@trec.texas.gov
- Contact:** Glenn Tramel, Human Resources 512-936-3604



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