

**Texas Board of Law Examiners
Appointed by the Supreme Court**

Job Vacancy Notice

Job Title: Licensure Analyst (License and Permit Specialist II)

Starting Annual Salary: \$46,500

Start Date: As soon as practicable

Number of Openings: 1

Hours: Full Time, 40 per week

Travel Required: 2 times a year

Telephone #: (512) 463-1621

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Texas Board of Law Examiners
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Overview

The Board of Law Examiners is a small state agency with a great working atmosphere. The position includes state benefits and free parking. The licensure analyst performs complex investigatory work reviewing, analyzing, and summarizing criminal history records, credit reports, civil litigation, other documents associated with the investigation of persons who apply for admission to the State Bar of Texas. Each analyst assists with administering the Texas Bar Exam every February and every July, which requires overnight travel, manual labor, and overtime.

Minimum qualifications, education, experience

- Word processing/computer experience.
- 50 WPM.
- Initiative; tact; ability to perform well during high stress periods.
- Able to lift and move boxes weighing up to 30 pounds.
- Pass background check.
- Four-year college degree is preferred but not required.
- Office experience is preferred but not required.

- Knowledge of Excel is preferred but not required.

Job duties

- Overnight travel and overtime work each February and each July to administer the Texas Bar Exam.
- Handle high volume of correspondence, telephone calls, and emails in a courteous, professional, and timely manner.
- Handle face-to-face interaction with examinees and proctors, primarily on-site during administration of the Texas Bar Exam, which may involve stressful situations that require de-escalation.
- Work effectively as a team member.
- Interpret and apply rules and policies.
- Manage a workload in a computer-based case management system.
- Maintain confidentiality and strictly adhere to security policies.
- Timely perform all tasks accurately and completely.
- Assist in the preparation and administration of the Texas Bar Exam (including associated manual labor and required travel)
- Follow office policies and procedures.
- Perform other duties as assigned.

Working conditions

Generally, working conditions are normal for an office environment. Administering the Texas Bar Exam every February and every July requires overnight travel, manual labor, and overtime.

To apply

Please submit a State of Texas Application for Employment, Resume, and Letter of Interest to information@ble.texas.gov. Resumes submitted without a State of Texas application will not be considered. The State of Texas Application for Employment is available at [State of Texas Application for Employment](#).