

TEXAS BOARD OF LAW EXAMINERS
JOB VACANCY NOTICE

Job Title: Licensure Analyst (Full-Time)

Starting Annual Salary: \$32,500+ annually

Closing Date: Open Until Filled

Number of Openings: 2

Hours: 40

Travel Required: 2 times a year

Telephone #: 512-463-8926

Contact: Rebecca Henly
Texas Board of Law Examiners
P. O. Box 13486
Austin, TX 78711-3486

From a TDD, call 800-735-2989 for RELAY
TEXAS

JOB DESCRIPTION:

The Board of Law Examiners is a small state agency with a great working atmosphere. The position includes state benefits and free parking. Each analyst performs complex investigatory work reviewing, analyzing, and summarizing criminal history records, credit reports, civil litigation and other documents associated with the character and fitness investigation of persons who apply for admission to the State Bar of Texas. Must be able to work effectively as a team member, interpret and apply rules and policies, manage confidential files and timely perform all tasks accurately and completely. The position requires data entry, filing, running computer generated reports, assisting in the preparation and administration of the Texas Bar Examination (including associated manual labor), and performing other duties as assigned. Must be able to handle a heavy volume of written correspondence, telephone calls and emails in a courteous, professional manner.

Projected start date: January 2, 2017

MINIMUM QUALIFICATIONS (License, Education, Experience)

Initiative; tact; ability to perform well during high stress periods; word processing/computer experience (50 WPM a must); **must be physically able to lift and move boxes weighing 20 to 30 pounds; occasional travel associated with Texas Bar Exam administration (two times a year) and overtime work required.** 4-year college degree required, but equivalent experience will be considered. Must pass background check.