

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

Job Vacancy Notice

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

Starting Annual Salary: \$44,500

Start Date: As soon as practicable

Number of Openings: 1

Hours: Full Time, 40 per week

Travel Required: 2 times per year

Telephone #: (512) 463-1621

Contact: Celine Johnson, Staff Services Officer
Texas Board of Law Examiners
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Overview

The Board of Law Examiners is a small state agency with state benefits, free parking, and the opportunity for flexible schedules. The Licensure Analyst I performs routine work associated with the investigation of candidates for admission to the State Bar of Texas. In addition, the Licensure Analyst I ensures compliance with applicable rules and policies; communicates with external and internal parties; and assists with administering the Texas Bar Exam every February and every July, which requires overnight travel, manual labor, and overtime. The Licensure Analyst I works under general supervision, with limited latitude for the use of initiative and independent judgment.

Minimum qualifications, education, experience

- Able to type at least 50 words per minute.
- Able to effectively manage time and prioritize tasks.
- Able to clearly and effectively communicate in writing.
- Able to act with initiative and tact; able 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.
- Experience in an office, customer service, clerical, administrative, or technical support role is preferred but not required.
- Experience with using standard office equipment, computers, and computer software is required.
- Experience with case management systems is preferred but not required.
- Knowledge of Excel is preferred but not required.

Job duties

- Receive and review applications and supplemental documents to ensure completeness, accuracy, and compliance with rules and policies.
- Input data and manage workload in a computer-based case management system.
- Evaluate and monitor applications, request missing items, and appropriately process or route information.
- Provide high volume of administrative and technical assistance; answer questions; and interpret and communicate rules, policies, and procedures to the public, candidates, and agency staff in a courteous, professional, and timely manner.
- Prepare written notices, correspondence, memos, and reports.
- Assist with administration of Texas Bar Exam. Overnight travel, manual labor, and overtime every February and every July is required.
- Handle face-to-face interaction with examinees and proctors during administration of the in-person Texas Bar Exam, which may involve stressful situations that require de-escalation.
- Work effectively as a team member.
- Maintain confidentiality and strictly adhere to security policies.
- Timely, accurately, and completely perform all tasks.
- 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](#).