

**TEXAS COMMISSION ON LAW ENFORCEMENT  
STATE AGENCY – JOB VACANCY NOTICE**

**POSITION TITLE:** License and Permit Specialist III

**SALARY:** \$43,000

**DURATION:** Full-Time

**CLOSING DATE:** Until Filled

**CLASS NO.:** 0172

**NUMBER OF OPENINGS:** 1

**LOCATION:** TCOLE Headquarters - 6330 East Hwy 290, STE 200 Austin, Texas 78723

## **GENERAL DESCRIPTION**

Performs complex (journey-level) licensing and permitting work. Work involves receiving and reviewing license and permit applications; ensuring compliance with applicable policies, administrative codes, and statutes; communicating with external and internal customers; and approving licenses and permits. May provide guidance to others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

## **EXAMPLES OF WORK PERFORMED**

Receives and reviews license and permit applications, revisions, and renewals.

Inputs license and permit applications, payments, and required technical data for licenses and permits into appropriate computer applications, databases, and systems.

Issues licenses and permits, collects license and permit fees, and reimburses fees to denied applicants.

Maintains records associated with license and permit applications, fee payments, and violations, and completes necessary forms to approve or deny license and permit applications.

Maintains program data related to licensed or permitted activities.

Provides administrative and technical assistance related to license and permit requirements to the general public, agency staff, and government and elected officials; answers questions and explains licensing and permit codes; and supplies information regarding license and permit processing, policies, and procedures.

Provides interpretations of licensing and permitting requirements and other information applicable to various agency and statutory requirements.

Monitors license and permit applications, contract registrations, zoning, other permits, and requests for appropriate routing or processing needed to approve licenses and permits; and follows up with applicants and supervisors as needed.

Approves or denies license and permit applications based on state statutes, administrative codes, and agency policies and procedures.

Administers oral, written, or other tests to license or permit applicants.

Prepares notices, correspondence, memos, and reports related to license and permit activities and compliance.

May develop technical and administrative procedures for the review of license and permit applications.

May administer fee programs.

May evaluate and track applications and responses to notices of deficiency.

May provide guidance to others.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES EXPERIENCE AND EDUCATION**

Experience in customer service, clerical, administrative, or technical support work.

Graduation from a two-year college or equivalent is generally preferred.

Experience and education may be substituted for one another.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of office practices; of administrative and technical procedures; and of applicable policies, administrative codes, and statutes.

Skill in the use of standard office equipment, computers, and computer software.

Ability to respond to public inquiries in a timely manner; to implement administrative and technical procedures; to interpret applicable laws, rules, regulations, policies, and procedures; to communicate effectively; and to provide guidance to others.

**MILITARY OCCUPATIONAL SPECIALTY CODES** can be found at <http://www.hr.sao.texas.gov/CompensationSystem/JobDescriptions>

**VETERAN'S PREFERENCE:** If you choose to claim veteran's employment preference including surviving spouse or orphan of a veteran as outlined by the State of Texas, you must attach a DD214 at the time your application is submitted.

**FOR NEW HIRES/REHIRES:** Health insurance is available the 1st of the following month after a 60-day waiting period.

**TO APPLY:** Application may be completed at: [Job Description - TCOLE License and Permit Specialist III \(00031188\) \(taleo.net\)](#)

**APPLICATIONS SUBMITTED THROUGH WORK IN TEXAS:** Work In Texas (WIT) applicants must complete the supplemental questions to be considered for the posting. In order to complete the supplemental questions please go to CAPPS Recruit to register or login and access your profile. Go to CAPPS Recruit to sign in (Link: <https://capps.taleo.net/careersection/407/jobsearch.ftl?lang=en> )

**PLEASE NOTE:** All applications must contain complete job histories, which includes job title, dates of employment, name of employer, supervisor's name and phone number and a description of duties performed. If this information is not submitted, your application may be rejected because it is incomplete. Resumes do not take the place of this required information. Candidates may be asked to participate in a skills demonstration and/or presentation. Salary is contingent upon qualifications and is subject to salary administration and budgetary restrictions.

- Complete copies of college transcripts must be furnished to the divisional hiring representative at the time of the interview for positions
- If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Only applicants scheduled for interviews will be contacted.

*As an equal opportunity employer, we hire without consideration to race, religion, color, national origin, sex, disability, age, or veteran status, unless an applicant is entitled to the veteran's preference.*

*This position requires the applicant to meet Agency standards and criteria which may include passing a pre-employment criminal background check, prior to being offered employment by the Agency.*