



**TEXAS STATE BOARD  
of PUBLIC ACCOUNTANCY**

William Treacy, Executive Director

[www.tsbpa.texas.gov](http://www.tsbpa.texas.gov)

505 E. Huntland Drive, Suite 380  
Austin, Texas 78752-3757

P: (512) 305-7800

F: (512) 305-7854  
(512) 305-7875

**JOB VACANCY NOTICE**

<b>Job Posting No.</b> 500	<b>Number of Openings</b> 1	<b>Posting Date</b> 08/01/2024	<b>Closing Date</b> Until Filled
<b>Job Title</b> Program Specialist I			<b>State Classification (Salary Group)</b> 1570/B17

<b>Starting Salary</b> \$36,976.00 - \$40,705.56 annually
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<b>General Requirements</b>			
Hours worked weekly:	40	License or registration required:	No
Shift work required:	No	Job skills test required:	Yes
Travel required:	5%	Agency Car Furnished:	No
Military Codes: Navy-641X, Marine-0521, Air Force-16GX, 60C0			

<b>Job Description</b>
<p>Are you ready to be the first point of contact for people who want to become CPAs in Texas? Ready to learn how to provide great customer service and to become an experienced advisor and evaluator of educational documents?</p> <ul style="list-style-type: none"> <li>• First point of contact on phone calls and emails to the Exam/Qualifications team</li> <li>• Super-filer and retriever of both electronic data, documents and applications</li> <li>• Performs complex evaluations and inspections of applications and educational documents</li> <li>• Effective and accurate communicator in writing, by email and telephone</li> <li>• Gathers and analyzes data for reports</li> <li>• Prepare and mail out material</li> </ul>

<b>Education, Qualifications, Knowledge Skills and Abilities</b>
<p><b>Minimum Requirements</b></p> <ul style="list-style-type: none"> <li>• Put your four-year college degree to use</li> <li>• Able to work 100% in the office with other coworkers</li> <li>• Work Monday through Friday from 8:00 a.m. to 5:00 p.m.</li> <li>• Skilled in the latest computer software, and data extraction from multiple sources</li> <li>• Type 40 WPM using Microsoft Word, Excel, email programs and internet operations</li> <li>• Able to read and interpret legislation and rules</li> <li>• Communicates effectively and precisely in writing by email</li> <li>• Always ready to answer telephone calls and to provide accurate information</li> <li>• Displays empathy to phone callers and in emails</li> <li>• Flexible/Adaptable/Self-starter</li> <li>• Attention to detail and accuracy</li> <li>• Skilled in multi-tasking</li> <li>• Takes instruction well</li> <li>• Be coachable</li> <li>• Be part of a team</li> <li>• Works well with others</li> <li>• Understand policies and rules and can apply them accurately and equitably</li> <li>• Has and displays a positive “can-do” attitude</li> <li>• Professional appearance and demeanor</li> <li>• Occasional use of mailing equipment</li> <li>• Able to stand, lift, bend, kneel, stoop, pick up paper documents weighing up to 25 lbs and file printed material in filing cabinets for up to one hour at a time throughout the work day</li> </ul>



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***Application information***

To apply: Complete a State of Texas Application for Employment form, FAX or mail the employment form to:

Personnel Division  
Texas State Board of Public Accountancy  
505 E. Huntland Drive, Ste 380  
Austin, Texas 78752-3757

FAX: (512) 305-7875

***NON SMOKING AGENCY      EEO EMPLOYER/AFFIRMATIVE ACTION EMPLOYER***

The Board does not discriminate on the basis of race, color, national origin, sex, religion or disability in employment or its activities. Any request for reasonable accommodation needed during the application process should be communicated by the applicant to Personnel.