

NORTH CAROLINA BOARD OF PHARMACY

Title: <i>Licensing Specialist</i>	FLSA Status: <i>Non-exempt</i>	Shift: <i>Monday-Friday: 8:30AM-5PM</i>
Reports to: <i>Director of Licensing</i>	Department: <i>Licensing Department</i>	Employment Status: <i>Full Time</i>
Supervisory Responsibilities: <i>No</i>	Location: <i>Chapel Hill, North Carolina Office</i>	Date Created/Last Evaluated: <i>May 2022</i>
Summary <i>Reviews and processes applications and updates.</i>		
Qualification Requirements <i>To perform this job successfully, an individual must be able to pay close attention to detail and communicate politely and clearly with all members of the profession.</i>		
Minimum Qualifications <ul style="list-style-type: none"> • <i>4 year college degree strongly preferred</i> • <i>Previous background in an office environment strongly preferred</i> • <i>Ability to pay close attention to detail</i> • <i>Ability to work within specific parameters</i> 		
Knowledge, Skills and Abilities <ul style="list-style-type: none"> • <i>Must know or be willing to learn MS Word, Excel, and PowerPoint software programs</i> • <i>Excellent verbal and written communication skills required</i> • <i>Excellent organizational skills highly recommended</i> • <i>Must be comfortable navigating various computer applications</i> • <i>Perform all duties in a timely fashion</i> 		
Supervisory Responsibilities <i>N/A</i>		
Essential Functions <ul style="list-style-type: none"> • <i>Review applications</i> • <i>Receive and upload documents</i> • <i>Issue various types of licenses for people and facilities</i> • <i>Communicate effectively over the phone</i> 		
Physical Demands <ul style="list-style-type: none"> • <i>Must be able to communicate clearly, in writing and speaking. Hearing and vision necessary</i> 		
Work Environment <ul style="list-style-type: none"> • <i>Standard office environment including an office, work station with ergonomic desk</i> 		

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position. All employees may have other duties assigned at any time.

* U.S. DOL, *The revised handbook for analyzing jobs* (Washington, D.C.): U.S. Government Printing Office, 1991.