

LICENSING TECH 2 (RCT011)

Pay Grade: G

The Georgia Composite Medical Board is the agency that licenses physicians, physician assistants, respiratory care professionals, perfusionists, acupuncturists, orthotists, prosthetists, auricular (ear) detoxification specialists, residency training permits, cosmetic laser practitioners, pain management clinics, and genetic counselors. The Medical Board investigates complaints and disciplines those who violate The Medical Practice Act or other laws governing the professional behavior of its licensees.

GCMB is currently seeking qualified applicants for the Licensing Tech 2 position.

Job Responsibilities:

Under general supervision, the employee examines and evaluates applications to determine conformity with applicable laws, rules, and licensing requirements. The employee also provides professional-level support directly to applicants, licensees, staff members, and other interested parties.

- Serves as the main point of contact between applicants and the Board
- Prepares agendas and meeting materials for monthly Board meetings
- Reviews initial applications and notifies applicants on the status of applications
- Ensures files are complete prior to Board review
- Drafts correspondence informing applicants of licensing decisions
- Issues and renews licenses, permits, or certificates, as directed
- Assists with archiving licensure files and applications
- Specializes in the law and rules related to the professions assigned
- Other duties as assigned

Minimum Qualifications:

Bachelor's degree in a related field from an accredited college or university OR Associate's degree in a related field from an accredited college or university AND One year of related experience OR Three years of related experience OR One year of experience at the lower level (RCT010) or position equivalent.

Preferred Qualifications:

- Experience working in State government
- Experience reviewing qualifications for licensure or other application reviews
- Experience answering a large volume of phone calls
- Proficiency in Microsoft Office Suite

This position is unclassified, and employment is at-will.

Candidates for this position may be subject to a background and/or credit history check.

Current Georgia state government employees will be subject to SPB rule provisions.

This position is subject to close at any time once a satisfactory applicant pool has been identified.