



Working title: Licensing Specialist III

Class title: License and Permit Specialist III

Posting No.: 0307-26

Opening Date: 03/17/2026

Closing Date: Open Until Filled

Location: Bush Building, 1801 Congress Ave. Austin, TX 78701

Class Code: 0173

FLSA: Non-Exempt

Salary Group/Salary: B18, \$45,521.04 - \$55,345.80/yr.

Division: Charitable Bingo

Number of positions: 1

General Description

Performs highly complex (senior-level) licensing work and analysis of Charitable Bingo applications and documents. Work involves coordinating the receipt and review of license applications and documents to determine if qualifications set forth by the Bingo Enabling Act have been met and to ensure legal compliance and completeness of applications. Assists licensees, applicants, and field personnel in the interpretation of the Bingo Enabling Act and Charitable Bingo Administrative Rules. Researches and analyzes documents using hard copy files and automated systems. Provides assistance to taxpayers and applicants who call on the 1-800 information line. May train, instruct, advise, or give technical assistance to co-licensing specialists or commission personnel. Works under limited supervision with considerable latitude for the use of initiative and independent judgment. This position reports to the CBOD Deputy Director with daily office activity and assignments coordinated by the Licensing and Accounting Services Coordinator. This is a hybrid position and not a 100% teleworking position.

Essential Job Functions

- Coordinates the receipt and review of all temporary, renewal, amendment, original, and license transfer applications and documentation to ensure legal compliance and completeness of application and documentation.
- Documents action taken on accounts in sufficient detail for co-licensing specialists and management to determine status of work in progress or work completed.
- Reviews records associated with license applications and determines if license should be issued or denied and submits recommendations to management.
- Verifies bond and license fees amount(s) for accuracy and collects any additional money due.
- Contacts applicants and licensees with information and/or assistance regarding the license application process and furnishes information and/or responds to inquiries from the public, applicants, or licensees:
 - Contacts applicants or licensees through written correspondence or via telephone, within set time of receiving application, regarding information or documentation needed to complete application process including taxes or prize fees owed.
 - Prepares complex correspondence to applicants, licensees, public or field personnel in an accurate and concise manner.
 - Responds to inquiries and furnishes the public, applicants, or licensees with detailed information regarding the Bingo Enabling Act, Charitable Bingo Rules, Worker Registry, Operator Training, and application process.
- Assists in the preparation of denials and verification of letter or any other legal documents for use in legal proceedings; provides necessary documentation to attorney(s) on denied applications for hearing process; and may testify at formal or informal hearings or before courts of jurisdiction.
- Performs on-line automated entry and retrieval of all application types on the automated Charitable Bingo system.
 - Reviews and updates automated systems and information to assure most current and accurate information is reflected and takes appropriate action in correcting the data.
 - Reviews existing computer edits, determines validity, and takes appropriate action.
 - May perform computer software quality assurance testing to ensure reliability.
 - Assists with the development, coordination, and maintenance of files and records.
- Analyzes information/documentation concerning Bingo Enabling Act, Charitable Bingo Administrative Rules and takes appropriate action.
- Performs complex research and compiles reports and written summaries.
- May write or edit written procedures for the Licensing Section, may assist in drafting administrative rules, and may assist in the development of internal divisional forms.

- Performs related work and participates in special project committees as assigned.

Required and Preferred Qualifications

- Graduation from a standard senior high school or GED equivalent is required. (Graduation from an accredited four-year college or university is preferred.)
- Two years of work experience examining or reviewing licenses, permit, or documents is required.
- Must be willing to work extra hours as required.
- Experience with personal computers including Microsoft Office software (Outlook, Word, Excel, and Teams) and database software is required.
- Experience in preparing letters, emails, reports, or other complex correspondence is preferred.
- Experience with the development, coordination, and maintenance of files and records is preferred.

Knowledge, Skills, and Abilities

- Thorough knowledge of the Bingo Enabling Act and Charitable Bingo Administrative Rules.
- Demonstrate good analytical and research skills.
- Ability to evaluate records/documentation for accuracy and legal conformance.
- Ability to communicate effectively on a professional level, verbally and in writing, with the public and co-workers.
- Ability to work independently and within a team environment.
- Ability to train, instruct, advise, and give technical assistance.
- Ability to prepare concise reports.
- May be required to complete division or commission training to enhance job-related skills.
- Will be required to become proficient in operation of all specialized equipment related to job duties, i.e., personal computers, Automated Charitable Bingo System, and other software applications.

Physical and Mental Requirements

- Ability to sit or stand for extended periods of time.
- Ability to operate standard office equipment and computer software.
- Ability to handle multiple tasks and work well under pressure of deadlines.

Military Occupational Specialty Codes:

Veterans, Reservists, or Guardsmen with a MOS or additional duties or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are encouraged to apply.

Additional Military Crosswalk information can be accessed at:

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.pdf

HOW TO APPLY

To apply for a position, you must submit your application, resumé, and TDLR agency required application questions either online through the Texas Workforce Commission's WORKinTEXAS.com website at <https://www.workintexas.com> or to TDLR via email at: jobs@tdlr.texas.gov by the closing date stated on the job posting. For applications submitted via email, please list the job posting title and job posting number in the subject line. Applications submitted must be received the posting's closing date. When a job posting is listed as "Open Until Filled", it is best to apply as quickly as possible, as the posting may close or be placed on hold at any time with or without prior notification. Applications will NOT be accepted via mail, fax, or hand delivery. Incomplete applications may not be considered. If you desire an acknowledgement of the receipt of your application, you should apply via WorkInTexas and one should be auto generated by TWC. Only applicants interviewed will be notified of their selection or non-selection. All candidates recommended for IT, Lottery, and Bingo positions will be subject to an extensive criminal background investigation, including fingerprinting.

SELECTIVE SERVICE REGISTRATION

In accordance with legislation effective September 1, 1999, male candidates aged 18 to 25 are required to show proof of selective service registration (or exemption) prior to an offer of employment. Such proof is not required to be filed with an application but must be provided upon request by the Human Resources office.

E-VERIFY

This employer participates in E-Verify and will provide the Social Security Administration (SSA) and if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

TDLR is not considering applications from individuals who require sponsorship for an employment visa, including those currently on student or post-graduate visas. All candidates must be approved to work in the United States by E-Verify and must present the needed documentation upon request.

TDLR IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

In compliance with the Americans with Disabilities Act (ADA), TDLR will provide reasonable accommodation. If you are scheduled for an interview and require reasonable accommodation in the 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.