



Board of Dental Examiners of Alabama

2229 Rocky Ridge Road, Birmingham, AL 35216

205.985.7267

www.dentalboard.org

Licensing Clerk

(Starting Salary Range: \$48,000.00-\$52,000.00)

Job Title: Licensing Clerk

Agency Name: Board of Dental Examiners Alabama

Applications accepted through: *Until Position is Filled*

Job Location: This position is located in Birmingham, AL. The work schedule is Monday-Friday, 8:00 am-5:00 pm (in-office) with occasional evening work hours (Board meetings)

Job Description: Licensing Clerk

The Board of Dental Examiners of Alabama is a semi-autonomous agency of the State of Alabama. The Board is comprised of seven members. Six members are licensed dentists, and one member is a licensed dental hygienist. The Board is responsible for the administration and enforcement of the laws and administrative regulations governing the practice of dentistry and dental hygiene in Alabama. The responsibilities of the Board include the examination, licensure, and registration of applicants whom it finds to be qualified to practice dentistry and dental hygiene; efforts to ensure that all licensees are in compliance with the Alabama Dental Practice Act (Code of Alabama (1975) § 34-9-1, *et seq.*) and relevant portions of permanent administrative regulations; the authority to make, amend, and adopt reasonable rules and regulations governing the conduct of dentists, dental hygienists, and other dental auxiliaries; and the obligation to undertake, when appropriate, adjudicatory proceedings and disciplinary action against licensees.

The Licensing Clerk is a staff member reporting to the Executive Director and working with the Administrative Group of the Board, consisting of the Financial Services Manager and Bookkeeper. The Licensing Clerk is an employee of the Board and serves at their pleasure. This position is an “at-will” position.

Responsibilities:

- Audits and processes license applications; prepares license applications for Board review and approval, to include:
 - Audits Juris Prudence exam results as part of processing license applications
 - Audits regional exam scores; National Board scores
 - Completes a portion of required background checks
 - Reviews applicant information that may be reported in national databases
- Generates initial wall certificates for new licensees
- Processes controlled substances permits

- Audits and processes advanced narcotic permits (e.g., OCS, Parenteral Sedation, General Anesthesia)
- Liaison with UAB-School of Dentistry for graduating dental student licensure applications
- Provides in-person presentation to UAB-School of Dentistry students on licensure
- Liaison with area dental hygiene programs for graduating student licensure applications
- Assists Financial Services Manager with administrative duties related to monthly Board meetings and hearings; Board newsletter
- Receives office mail and distributes to staff
- Receives payments for fees and fines and logs payments into Accounts Receivable; reconciles logs with Bookkeeper on a monthly basis
- Processes license and permit reinstatements
- Answers phone and email inquiries by the general public, applicants, and licensees
- Completes required filing and data-entry
- Such other duties as may be required by the Board.

Minimum Qualifications:

- Bachelor's Degree from an accredited college/university with 3 years of office experience
OR Associate Degree with minimum of 5 years office experience
 - Preference to experience with a state-level regulatory/licensing board
- Actual knowledge and experience in working with Microsoft Office Suites (e.g., Word, Excel, PowerPoint, Outlook, etc.) and Adobe Acrobat
- Basic computer skills

Oversight and Supervision:

The Licensing Clerk reports directly to the Executive Director. The Licensing Clerk works directly with the Board's Financial Services Manager and Bookkeeper. The Licensing Clerk will also work with other staff, as well as contract employees in the furtherance of Board-related matters.

To Apply:

Mail or email a copy of your resumé or CV, along with applicable documentation to:

Dr. Mary Beth Finn, Financial Services Manager
 Board of Dental Examiners of Alabama
 2229 Rocky Ridge Road
 Birmingham, AL 35216
marybeth@dentalboard.org

Questions:

Should you have any questions, comments, or concerns, regarding benefits or other topics, please contact Dr. Finn at (205) 985-7267.