

Division Duties

- **Board Meeting Preparation and Commencement**
 - Typing up meeting minutes from previous meeting
 - Determine date and time
 - Secure location
 - Ensure video conferencing is available
 - Drafting agenda
 - Preparing fiscal status report
 - Getting DAG approval of agenda
 - Posting agenda on internet and all other required locations
 - Printing agenda and all other attachments, including sign-in sheets
 - Arriving at least 30 minutes early to ensure IT is working and set up room
 - Arranging travel if needed
 - Process reimbursement

- **Application and Licensing Process**
 - Receive application and log receipt
 - Email applicant stating application was received and the needed documentation, along with fingerprint instructions
 - Log check and follow fiscal procedures for cash handling
 - Process mail daily
 - Receive and review background checks, character references, and transcripts
 - Set up exam dates and times
 - Secure exam locations
 - Email eligible applicants with testing dates and informational form regarding exam questions
 - Receive and process exam fee
 - Print and prepare exam packet
 - Administer and grade exam
 - Once exam is passed, email applicants of licensing fee
 - Receive and process licensing check/money order
 - Log applicant in database and issue license number
 - Prepare license for printing, emboss with state seal, adhere expiration date sticker
 - Prepare wallet card
 - Prepare, email, and mail letter to applicant along with license and wallet card

- **Regulation Adoption Process**

- Transcribe and draft regulation
- Send regulations to LCB
- Post Regulation
- Create, post, and email small business impact study
- Collect results of small business impact study
- Set date/time of Public Workshop
- Secure location
- Ensure video conferencing is available
- Drafting agenda
- Getting DAG approval of agenda
- Posting agenda on internet and all other required locations
- Printing agenda and all other attachments, including sign-in sheets
- Arriving at least 30 minutes early to ensure IT is working and set up room
- Assist with conducting public workshop
- Redraft regulation from public workshop
- Send regulation to LCB
- Set date/time of Public Hearing
- Secure location
- Ensure video conferencing is available
- Drafting agenda
- Getting DAG approval of agenda
- Posting agenda on internet and all other required locations
- Printing agenda and all other attachments, including sign-in sheets
- Arriving at least 30 minutes early to ensure IT is working and set up room
- Assist with conducting public hearing
- Transcribe meeting minutes
- Complete informational statement and complete packet to go to LCB
- Attend/ testify at Legislative Commission for formal adoption*
- Deliver regulation to Secretary of State and LCB for filing
- Post regulation on website

- **General Duties**

- Respond to emails
- Respond to voice mail
- Email/mail correspondence to individuals to inform their license is expired, etc