

## TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

e-mail address for applications: [jobs@tceq.texas.gov](mailto:jobs@tceq.texas.gov)  
Physical Address - 12100 Park 35 Circle, Bldg. A  
Mailing Address - P.O. Box 13087/MC-116  
Austin, Texas 78711-3087  
(512)239-0102



**Internet:** [www.tceq.texas.gov](http://www.tceq.texas.gov)  
**Fax:** (512)239-0111

**State Title:** **Administrative Asst II**  
**Functional Title:**  
**Job Posting:** **16167**  
Monthly Salary: \$2194.33  
Salary Group: A11  
Posting Date: 02/09/2016  
Close Date: 02/24/2016  
Section/Division: Region 11-Austin Section/ Central Texas Area Division  
Work Location: 12100 Park 35 Circle, Bld A, Rm 179, Austin, TX  
78753  
Openings: One(1)  
Position #(s): 8524

### **Job Description:**

Provides receptionist and administrative/clerical support for the Austin Regional Office of the Texas Commission on Environmental Quality (TCEQ). Greets visitors and directs them to appropriate areas within the division; answers division phones and directs telephone requests to the appropriate areas in the division; maintains effective communication with internal and external customers, providing responses to routine program information. Keeps information regarding Agency policies and procedures updated and assist with planning and scheduling activities for the section. Maintains program files and records; prepares, and/or types routine and/or special correspondence, memoranda, reports and other documents for the Air, Water, Waste and the Edwards Aquifer Programs. Maintains databases to track information; conducts queries and prepares reports; enters data tracking information to include inspections for all media; coordinates accurate/timely submittal of information by investigators. Serves as a contact for coordinating requirements relating to program records maintained in the Central File Rooms. Works with the Records Administrator to ensure agency records management policies and procedures are followed in the division to include records retention, storage, access, and destruction. Assists with office inventory; researches inventory location in the State Property Accounting System (SPA), and works with Central Office and regional staff to ensure inventoried items are tracked and accounted for; assists in updating the Inventory Management Database.

**Military Occupational Specialty (MOS) Codes:** SN, YN, 641X, 360, 0111, and 3A1X1

### **Minimum Qualifications:**

Graduation from standard senior high school or its equivalent plus four years of full-time experience providing administrative support in an office setting.

Fifteen semester hours from an accredited college or university may be substituted for each six months of the required experience (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION).

OR Two years of full-time TCEQ experience as an Administrative Assistant II.

### **Special Requirements:**

Moving up to 10 pounds of office supplies, computer printouts, etc.

Traveling up to 5% of the time.

### **Condition of Employment:**

TCEQ will verify Selective Service registration for males born on or after January 1, 1960. If exempt from Selective Service registration selected candidate must provide proof of exemption on first day of employment. Offers of employment are contingent on the candidate having legal authorization to work for the TCEQ. TCEQ will conduct a criminal history records search on candidates selected for posted vacancies. Only applicants who are interviewed will receive written non-selection notification.

Submit a standard State of Texas application for **each job posting** to the Texas Commission on Environmental Quality, Human Resources & Staff Services (HRSS) office by 5:00 p.m. on the closing date. A signed faxed or emailed copy is acceptable. In compliance with ADA, if you need any special accommodations during the employment process, please contact HRSS for assistance.

Texas Commission on Environmental Quality is an Equal Opportunity Employer