

## TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

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

**State Title:** Natural Resources Spec II  
**Functional Title:**  
**Job Posting:** 16231  
Monthly Salary: \$3081.33  
Salary Group: B17  
Posting Date: 04/15/2016  
Close Date: 05/02/2016  
Section/Division: Permit Support Compliance & Gw Section/ Water Availability Division  
Work Location: 12100 Park 35 Circle, Austin, TX 78753  
Openings: One(1)  
Position #(s): 11367

### **Job Description:**

Provides administrative services and technical consultation regarding the ownership of water rights and water use reporting for the Texas Commission on Environmental Quality. Communicates the technical, legal, and administrative requirements for water rights permitting change of ownership applications; and provides assistance on water rights permitting change of ownership application issues and rules to applicants, agency staff, consulting engineers, attorneys, and the general public. Reviews water use permitting change of ownership applications for completeness and sets up related files. Coordinates the flow of applications through the permitting process, and composes draft and final memos and correspondence in accordance with the state rules, policies, and guidelines. Participates in special assignments, including the review and/or research of water rights files, water use reports, records, maps, and water rights databases; research of deeds, wills, land surveys, and other legal documents to resolve unverified ownership of water rights. Initiates enforcement process for water rights holders who do not report annual water use including entering data into CCEDS and writing NOV letters. Coordinates with Office of Administrative Services (OAS) to ensure water right data integrity in Central Registry.

**Military Occupational Specialty (MOS) Codes:** 92W, 72D, 8831, 8E000, and 9S100

### **Minimum Qualifications:**

A bachelor's degree from an accredited college or university(COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION) , with a major in a natural or physical science, engineering, environmental studies, or related field.

One year of full-time experience in the field of environmental activities may be substituted for each year (30 semester hours) of the required education.

### **Preferred Requirements:**

Experience tracking milestones for projects and/or collecting and organizing information.

Experience plotting metes and bounds and/or legal descriptions.

Experience interpreting legal documents (e.g., deeds and/or wills).

### **Special Requirements:**

Moving up to 20 pounds of paper.

Traveling up to 10% of the time.

The agency will review the applicant's driving history in connection with the use of a vehicle in the performance of the job.

### **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