

## 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)

**State Title:** License And Permit Spec III  
**Functional Title:**  
**Job Posting:** 16307  
Monthly Salary: \$2909.83  
Salary Group: B16  
Posting Date: 07/07/2016  
Close Date: 07/21/2016  
Section/Division: Permitting & Registration Support Sect./ Permitting & Registration Support Div.  
Work Location: 12100 Park 35 Circle, Austin, TX 78753  
Openings: One(1)  
Position #(s): 8105

### **Job Description:**

Provides consultative and technical support for the Licensing Programs for the Permitting and Registration Support Division of the Texas Commission on Environmental Quality (TCEQ). Reviews both paper and online New and Renewal licensing applications for administrative completeness and minimum qualifications; issues new licenses; prepares and distributes renewal, deficiency, and exam failure notifications; administers, grades, and maintains licensing examinations; and creates and maintains paper files. Runs criminal background checks on all licensing applicants. Answers ACD phone lines and responds to telephone inquiries regarding licensing program issues, statutory interpretations, policy information, and licensing criteria; responds to written requests involving licensing program information; and assists in reviewing and developing related program guidelines, procedures, policies, and rules. Attends training events and distributes program information, interprets rules, and provides on-site assistance to licensing applicants; gives presentations to agency staff and associated industry audiences. Maintains electronic data required for programs (Consolidated Compliance & Enforcement Database System (CCEDS) and the Central Registry Database); processes new and renewal applications; oversees maintenance of licensing electronic records; and creates and generates program reports. Prepares application fee reconciliation reports and processes refund requests when applicable.

### **Military Occupational Specialty (MOS) Codes:**

YN, SN, 360, 0100, 0111, 0102, 0170, 3A1X1, and 3M0X1

### **Minimum Qualifications:**

Graduation from a standard senior high school or its equivalent plus five years of full-time experience performing administrative and technical support activities.

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

### **Preferred Requirements:**

Experience providing customer service via phone, email, and in person.

Experience reviewing materials for administrative completeness with attention to detail.

Experience issuing or renewing permits, registrations, or occupational licenses.

Experience with time management, specifically having multiple projects and prioritizing work assignments.

### **Special Requirements:**

Moving up to 15 pounds of paper/files.

Traveling up to 25% 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 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