

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

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Austin, Texas 78711-3087
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Fax: (512)239-0111

State Title: Executive Asst I
Functional Title:
Job Posting: 16123
Monthly Salary: \$3081.33
Salary Group: B17
Posting Date: 01/14/2016
Close Date: 01/29/2016
Section/Division: Region 2 - Lubbock Section/ North Central & West TX Area Division
Work Location: 5012 50th St, Ste 100, Lubbock, TX 79414-3426
Openings: One(1)
Position #(s): 3511

Job Description:

Provides direct support to the Regional Director of the Lubbock office, and coordinates the work of clerical and administrative staff. Coordinates and monitors the administrative functions of the regional office to include work related to human resources, budget, purchasing, property management, payroll, timekeeping, and travel authorizations/vouchers. Assists the Regional Director with day-to-day administration; makes administrative decisions and ensures completion of work assigned to administrative staff to include: providing telephone coverage, maintaining filing systems, meeting schedules, tracking projects, providing weekly and monthly reports, special budget reports, and correspondence. Advises staff of administrative matters through analysis of selected subjects, policies, plans, programs, and requirements. Assists the Regional Director and Section Manager with reviewing and solving work problems in compliance with state/agency policies and regulations. Assists the Regional Director with special projects. Serves as the secondary contact for coordinating requirements relating to program records maintained in Central File Rooms. Works closely with Records Administrator to ensure agency records management policies and procedures are followed in the division in include records retention, storage, access, and destruction.

Military Occupational Specialty (MOS) Codes: 0111, 3A1X1, 001802, 2605, 3043, 3A100, 3A191, YN, 9930, 9935, and 08

Minimum Qualifications:

A Bachelor's Degree (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION) and one year of full-time experience working in an office environment.

OR Two years of full-time experience performing supervisory, managerial, professional or technical work which must include: analysis of work problems having an administrative aspect and interpretation of complex written material; or planning, organizing, and coordinating requirements for support services or program operations where a wide range of demands are involved, including interpretation of complex written material.

OR Graduation from a standard senior high school or its equivalent plus six years of full-time experience in an administrative capacity*.

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

* Administrative capacity is work where primary duties consist of performing administrative tasks of an office, excluding work such as clerical, secretarial, sales, equipment operations, and manual labor.

Preferred Requirements:

Experience using word processing, spreadsheet, and/or database software.

Experience maintaining databases and filing systems.

Special Requirements:

Moving up to 10 pounds of office supplies, print outs, etc.

Traveling up to 15% 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