

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

e-mail address for applications: 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
Fax: (512)239-0111

State Title: Administrative Asst II
Functional Title:
Job Posting: 16131
Monthly Salary: \$2194.33
Salary Group: A11
Posting Date: 01/20/2016
Close Date: 02/03/2016
Section/Division: Benefits, Rptg & Employee Prgms Section/ Human Resources & Staff Services Div
Work Location: 12100 Park 35 Circle, Austin, TX 78753
Openings: One(1)
Position #(s): 2403

Job Description:

Provides receptionist and clerical support for the Human Resources & Staff Services Division of the Texas Commission on Environmental Quality (TCEQ). Answers and redirects telephone calls, providing accurate telephone numbers and locations for the general public and agency staff; and responding to queries regarding agency activities, meetings, hearings, organization, and staff changes. Answers telephone calls for division personnel. Greets division visitors, answers questions, and provides directions to appropriate offices and meeting rooms. Conducts necessary file/document searches upon request from internal and external clients. Maintains various general files and records. Makes photocopies and faxes; distributes documents and incoming mail.

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

Minimum Qualifications:

Graduation from a standard senior high school or its equivalent plus one year of full-time experience providing administrative and/or clerical support in an office setting.

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.

Preferred Requirements:

Experience using a multi-line telephone system.

Experience providing customer service over the phone and/or screening and routing telephone calls.

Special Requirements:

Moving up to 20 pounds of paperwork/files.

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