

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 IV**
Functional Title:
Job Posting: **16135**
Monthly Salary: \$2805.00 - \$2910.00
Salary Group: A15
Posting Date: 01/25/2016
Close Date: 02/08/2016
Section/Division: Media Relations Section/ Agency Communications Division
Work Location: 12100 Park 35 Circle, Austin, TX 78753
Openings: One(1)
Position #(s): 2510

Job Description:

Provides administrative support work for the Agency Communications Division of the TCEQ. Assists management with administrative operations to include scheduling meetings, drafting and updating procedures, and answering phones. Makes travel arrangements for division staff. Assists with purchasing activities. Monitors receipt of a variety of e-mail inquiries generated from the agency's public and internal websites, responds to customers' questions and/or routes inquiries to appropriate agency programs, and monitors replies for timeliness. Monitors and compiles monthly and on-demand statistics on orders and inventory of publications, forms, and items such as letterhead; and performs close-out and quality assurance of paper and database records. Provides assistance to customer service representative in responding to orders, submitting resulting orders to vendor, or fulfilling orders in-house. Serves as division records liaison. Assists the division's public information request (PIR) liaison with handling open records requests.

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 five years of full-time experience providing administrative 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 with a maximum substitution of four years.

OR Two years as an Administrative Assistant III at TCEQ.

Special Requirements:

Moving up to 10 pounds of paperwork.

Traveling up to 1% 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