

## 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)  
**Fax:** (512)239-0111

**State Title:** License And Permit Spec III  
**Functional Title:**  
**Job Posting:** 16142  
Monthly Salary: \$2909.83  
Salary Group: B16  
Posting Date: 01/26/2016  
Close Date: 02/09/2016  
Section/Division: Air Permits Section/ Air Permits Division  
Work Location: 12100 Park 35 Circle, Austin, TX  
78753  
Openings: One(1)  
Position #(s): 3844

### **Job Description:**

Participates in administrative evaluations of air permit and registration applications and related data tracking for the Air Permits Division of the Texas Commission on Environmental Quality. Evaluates Permit Transfer of Ownership and Permit Void application requests to ensure completeness, accuracy, and compliance with state regulations, policies, and guidelines. Creates, updates, and completes projects in NSR IMS. Contacts the regulated community to validate transfer information and prepares related correspondence. Evaluates applications for Permit by Rule and New Source Review to ensure completeness, accuracy, and compliance with state and federal regulations, policies, and guidelines; and provides rule and policy interpretations for applicants, their representatives, and the general public. Evaluates and tracks applications and responses to notice of deficiency (NOD) letters, composing NOD letters in accordance with rule applicability; declares applications administratively complete and composes notices of receipt and intent to obtain permits for new, major amendment, and renewal applications within time frames established in the federal and state regulations; and conducts technical interpretation of specified pollutants for exact identification and representation within air permits that require public notice. Verifies customer and regulated entity information in Central Registry, resolves discrepancies with applicants, and submits corrections or updates as needed. Works with multiple program areas including Enforcement to identify valid sites and customers. Maintains the Access, Air New Source Review Information Management System (NSR-IMS), and Title V-IMS databases to update the status of pending applications for permits, and the fee status of permits. Creates reports from the databases, developing work standards and procedures to assure accuracy in maintaining permit and application records. Generates air permit application reports to facilitate the monitoring of time frames and prioritization of workloads. Provides technical assistance related to permitting requirements to agency staff, the regulated community, the general public, and with government and elected officials. Conducts searches for and verifies delinquent fees owed by applicants. Works with Office of the Attorney General and Financial Administration to determine bankruptcy or collection status. Participates in team functions, staff meetings, and other division and agency events. Assists with team/section/division/agency special project teams. Represents the team/section/division in work groups for rule, form, policy development, and streamlining, as assigned. Assists in creating and maintaining Standard Operating Procedures; attends trainings.

**Military Occupational Specialty (MOS) Codes:** YN, 360, 0111, 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 (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION) work may be substituted for each six months of the required experience.

**Preferred Requirements:**

Experience reviewing applications.

**Special Requirements:**

Moving up to 15 office equipment, documents and 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