

## 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:** **Administrative Asst IV**  
**Functional Title:**  
**Job Posting:** **16163**  
Monthly Salary: \$2805.00 - \$3060.00  
Salary Group: A15  
Posting Date: 02/05/2016  
Close Date: 02/19/2016  
Section/Division: Office Of Legal Services Section/ Office Of Legal Services  
Work Location: 12100 Park 35 Circle, Austin, TX 78753  
Openings: One(1)  
Position #(s): 1537

### **Job Description:**

Performs complex administrative duties in support of the Office of Legal Services. Serves as primary purchaser for the Office of Legal Services. Responsible for timely processing of all financial transactions adhering to TCEQ, TPASS and CPA requirements, and policies and procedures. Uses the agency's Budget Accounting Monitoring System (BAMS) to initiate encumbrance forms, encumbrance form change requests, Procard transactions, receiving reports and to submit invoices to Financial Administration (FA) for payment processing. Monitors status of transactions and works with appropriate program area to resolve problems and keep requests and payments moving through the process, avoiding delays in orders and payments. Reconciles quarterly outstanding encumbrance report, preparing Encumbrance Change Requests (EFCRs) to liquidate unused balances. Monitors encumbrance balances and initiates encumbrance change requests as needed to ensure funds are available for payment processing. Enters invoices into BAMS and submits to FA within timeframe outlined in the GAP Manual to avoid interest charges. Funds travel requests and routes for approval. Prepares monthly reconciliation of operating budget, researches discrepancies and prepares necessary paperwork to correct negative balances and funding errors. Assists with vendor inquiries and responds to requests for information from Financial Administration and Procurements and Contracts staff. Maintains electronic and paper filing systems in accordance with the agency's records retention schedule. Prepares routine and special correspondence; updates various tracking spreadsheets and generates reports when requested. Schedules surplus pickups, submits weekly paper order and monthly paper count to Support Services Section. Provides administrative assistance to divisions within OLS. Develops and maintains procedures manual for all ASC duties.

**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.

### **Preferred Requirements:**

Experience in budget development and monitoring at a state agency.

### **Special Requirements:**

Moving up to 5 pounds of equipment, samples.

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