

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: **16175**

Monthly Salary: \$2194.33

Salary Group: A11

Posting Date: 02/18/2016

Close Date: 03/04/2016

Section/Division: Legal-General Law Admin. Section/ Legal-General Law Division

Work Location: 12100 Park 35 Circle, Austin, TX 78753

Openings: One(1)

Position #(s): 0475

Job Description:

Provides administrative support to the Texas Register team of the General Law Division of the Texas Commission on Environmental Quality. Prepares general correspondence and assists with photocopying documents; distributing materials; and assisting in scheduling and coordinating meetings; answers and screens phones calls; routes incoming calls; takes messages; and refers calls to appropriate staff. Assists in providing back-up of rule documents to the Chief Clerk, Office of Public Interest Counsel, and Office of General Counsel. Maintains files and records for tracking information and preparing queries and reports. Procures goods, services, and supplies for the section. Ensures that the fax machine and copiers are continuously filled with paper.

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 answering and transferring multi-line phones; and taking, retrieving, and relaying phone messages.

Experience receiving and distributing incoming mail; and preparing correspondence.

Experience in the use of Microsoft Word, Excel, Powerpoint.

Special Requirements:

Moving up to 20 pounds of paper.

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