

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: Clerk IV
Functional Title:
Job Posting: 16186
Monthly Salary: \$2194.33 - \$2342.00
Salary Group: A11
Posting Date: 03/07/2016
Close Date: 03/21/2016
Section/Division: Staff Services Section/ Human Resources & Staff Services Div
Work Location: 12100 Park 35 Circle, Austin, TX 78753
Openings: One(1)
Position #(s): 2051

Job Description:

Assists the mail operations supervisor in the receipt, sorting and distribution of incoming mail and preparation of outgoing mail. To include maintenance of the budget accounts and making request or maintaining new or existing equipment and supplies. Coordinates/participates in opening, sorting, delivering, and metering mail; messenger services; shredder operations; and setting up special event functions. Assists in maintaining budget accounts and in requesting or maintaining equipment and supplies. Operates high volume postage machines, meters and scanning accountable mail equipment to include retrieving and reporting postage expenditures from the meters and scanning equipment. Performs routine maintenance on the machines/equipment and notifies supervisor of malfunctions for repairs. Assists customers with appropriate addressing, formatting, and mail design guidelines for mail service. Maintains/oversees the maintenance of files, materials, and supplies: receiving, storing and issuing of stock items. Responds to and coordinates work assignments of less experienced employees, and assists with Mail Center training.

Military Occupational Specialty (MOS) Codes: 15P, 56M, 88H, 88N, 89A, 89B, 92Y, LS, SH, 420, SK, YN, 0161, 3051, 3052, 6042, and 8A200

Minimum Qualifications:

Graduation from an accredited high school or its equivalent, plus three years of full-time experience in a clerical or administrative capacity.*

One semester (15 semester hours) of accredited college work may be substituted for each six months of the required experience (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION).

Completion of 300 clock hours of course work in the clerical field from a licensed vocational, technical, or business school may be substituted for each six months of the required experience.

*Administrative capacity is work where primary duties (requires over 50 percent of the employee's time) consist of performing administrative tasks of an office, excluding work such as clerical, secretarial, sales, equipment operations, and manual labor.

Preferred Requirements:

Experience in assisting, overseeing, or training staff regarding mail center activities.

Experience in operating high volume postage machines.

Experience preparing, maintaining, or assisting with the preparation of records of postage use and registered mail.

Special Requirements:

Moving up to 50 pounds of Mail, supplies and equipment.

Traveling up to 35% of the time.

The agency will review the applicant's driving history in connection with the use of a vehicle in the performance of the job.

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