

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: 16196
Monthly Salary: \$2194.33
Salary Group: A11
Posting Date: 03/16/2016
Close Date: 03/31/2016
Section/Division: Benefits, Rptg & Employee Prgms Section/ Human Resources & Staff Services Div
Work Location: 12100 Park 35 Circle, Austin, TX 78753
Openings: One(1)
Position #(s): 0570

Job Description:

Provides receptionist and administrative/clerical support for the Human Resources and Staff Services Division (HRSS) of the Texas Commission on Environmental Quality (TCEQ). Greets visitors and directs them to appropriate areas within the division; answers division phones and directs telephone requests to the appropriate areas in the division; maintains effective communication with internal and external customers, providing employment, job vacancy, and other routine human resources and staff services information. Assists all HRSS functional program areas with special tasks and/or projects; updates employee transcripts upon receipt of training rosters, as well as certificates of completion (i.e. EEO for New Hires) in the agency's Learning Management System (Pathlore); files rosters and certificates accordingly. Assists with answering and redirecting agency's main line telephone calls, providing accurate telephone numbers and locations for the general public and agency staff. Ensures responses to questions, problems, and issues posed by agency staff and the general public via telephone are resolved and/or referred in an appropriate, timely manner. Assists in preparing incoming and outgoing mail and other routine or special correspondence. Conducts necessary file/document searches upon request from internal and external customers; maintains various general files and records; assists staff in compiling data for projects, including preparing routine summaries and/or reports. Assists in data entry of performance appraisals and employment applications; and maintains employee human resources files.

Military Occupational Specialty (MOS) Codes: 42A, 56M, 92Y, PS, RP, SN, YN, 360, 0100, 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, screening, and routing telephone calls.

Experience preparing correspondence, reports, forms and/or documents.

Special Requirements:

Moving up to 15 pounds of paper, files, boxes.

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