

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: Executive Asst I
Functional Title:
Job Posting: 16206
Monthly Salary: \$3081.33 - \$3973.96
Salary Group: B17
Posting Date: 03/30/2016
Close Date: 04/13/2016
Section/Division: Office Of Chief Clerk Section/ Office Of Chief Clerk Division
Work Location: 12100 Park 35 Circle, Austin, TX 78753
Openings: One(1)
Position #(s): 1068

Job Description:

Provides administrative support to the Director of the Office of the Chief Clerk, to include coordinating, preparing, tracking and editing correspondence for the Commissioners of the Texas Commission on Environmental Quality (TCEQ). Provides administrative support to management and monitors front desk assignments to include providing telephone coverage, maintaining filing systems, tracking projects and correspondence. Prepares materials, correspondence, memos, and reports for signature/approval of Director. Maintains official copies of correspondence. Assists with budget preparation, inventory and other related functions. Monitors and maintains the Director's calendar; ensures calendar is updated and identifies scheduling conflicts. Keeps the Director informed of pending decisions and commitments. Coordinates assigned meeting and conference calls; and prepares handouts and other materials. Oversees the completion of Commissioner's correspondence which includes writing, editing, assigning, and tracking documentation. Develops and communicates guidance and direction on procedures, policies and preparation of correspondence, documents, and special reports to division staff and other agency staff on behalf of the Director. Serves as liaison for the Director to other programs and agencies, and organizations. Works with OCC managers to resolve correspondence/address issues for the Office. Serves as a contact for coordinating requirements relating to program records maintained in the Central File Room. Works closely with the Records Administrator to ensure agency records management policies and procedures are followed in the division to include records retention, storage, access, and destruction. Prepares travel request authorization forms and makes travel arrangements and reservations for the Director. Performs data entry and monitors travel related submissions on behalf of the Director.

Military Occupational Specialty (MOS) Codes: 0111, 3A1X1, 001802, 2605, 3043, 3A100, 3A191, YN, 9930, 9935, and 08

Minimum Qualifications:

A Bachelor's Degree (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION) and one year of full-time experience working in an office environment.

OR Two years of full-time experience performing supervisory, managerial, professional or technical work which must include: analysis of work problems having an administrative aspect and interpretation of complex written material; or planning, organizing, and coordinating requirements for support services or program operations where a wide range of demands are involved, including interpretation of complex written material.

OR Graduation from a standard senior high school or its equivalent plus six years of full-time experience in an administrative capacity*.

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.

* Administrative capacity is work where primary duties consist of performing administrative tasks of an office, excluding work such as clerical, secretarial, sales, equipment operations, and manual labor.

Special Requirements:

Moving up to 35 pounds of files, reports, equipment.

Traveling up to 10% 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