

## TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

e-mail address for applications: [jobs@tceq.texas.gov](mailto:jobs@tceq.texas.gov)  
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Mailing Address - P.O. Box 13087/MC-116  
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(512)239-0102



**Internet:** [www.tceq.texas.gov](http://www.tceq.texas.gov)  
**Fax:** (512)239-0111

**State Title:** Administrative Asst II  
**Functional Title:**  
**Job Posting:** 16218  
Monthly Salary: \$2194.33 - \$2501.53  
Salary Group: A11  
Posting Date: 04/07/2016  
Close Date: 04/22/2016  
Section/Division: Region 12 - Houston Section/ Coastal & East Texas Area Division  
Work Location: 5425 Polk St, Ste H, Houston, TX 77023-1452  
Openings: One(1)  
Position #(s): 8621

### **Job Description:**

Provides clerical and administrative support duties for the Houston regional office of the Texas Commission on Environmental Quality (TCEQ). Provides regional time keeping support; compiles, files, maintains and enters timesheets for the region; and addresses questions related to agency timekeeping policies and procedures. Coordinates Public Information Requests (PIRs) responses in compliance with applicable Agency and State requirements. Conducts research to locate and retrieve responsive information in multiple file formats, physical locations, and in the Air, Waste and Water programmatic media. Coordinates with Central Registry and Agency PIR personnel to obtain needed information for follow up to the requestor. Reviews and screens responsive information to assure confidentiality. Assists with compiling information, proofreading data to assure quality assurance, preparing correspondence and mail outs, copying and distributing reports, and coding reports for filing. Assists with developing and maintaining regional reports, databases, and filing systems. Distributes regional reports on a periodic basis and responds to requests specific to information maintained in databases/reports. Assists with front desk switchboard activities, to include answering telephone calls, taking messages, providing information and/or referring calls to appropriate parties. Greets visitors and directs them to appropriate staff. Receives and routes incoming packages, mail, faxes, and electronic documents.

**Military Occupational Specialty (MOS) Codes:** SN, YN, 641X-LDO, 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 using Microsoft Word, Excel and Powerpoint.  
Data entry experience.  
Experience maintaining files and records.

### **Special Requirements:**

Moving up to 10 pounds of office supplies, paper, files.  
Traveling up to 5% 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