

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

e-mail address for applications: jobs@tceq.texas.gov
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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: 16226
Monthly Salary: \$2194.33
Salary Group: A11
Posting Date: 04/11/2016
Close Date: 04/26/2016
Section/Division: Region 15 - Harlingen Section/ Border And Permian Basin Area Division
Work Location: 1804 W Jefferson Ave, Harlingen, TX 78550-5247
Openings: One(1)
Position #(s): 7888

Job Description:

Provides routine administrative support for the Harlingen Regional Office of the Texas Commission on Environmental Quality (TCEQ). Compiles information and/or data; prepares reports, notice of violation documents, correspondence, and/or travel vouchers. Answers, screens, and routes incoming phone calls; takes messages; provides basic program information, and/or refers calls as appropriate. Prepares and/or distributes routine and/or special correspondence, reports, forms, and documents. Collects time sheets for the section and ensures administrative completeness. Sorts, files, and distributes incoming mail to appropriate staff.

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.

Special Requirements:

Moving up to 10 pounds of office supplies, computer printouts, etc.

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