

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: Natural Resources Spec II
Functional Title:
Job Posting: 16232
Monthly Salary: \$3081.33
Salary Group: B17
Posting Date: 04/18/2016
Close Date: 05/03/2016
Section/Division: Water Rights Permitting & Avail Section/ Water Availability Division
Work Location: 12100 Park 35 Circle, Austin, TX 78753
Openings: One(1)
Position #(s): 10228

Job Description:

Provides administrative services and technical consultation regarding water rights and water rights permitting for the Texas Commission on Environmental Quality (TCEQ). Communicates the technical, legal, and administrative requirements for water use permit applications; and provides assistance on water rights permitting issues and rules to applicants, agency staff, consulting engineers, attorneys, and the general public. Reviews water use permit applications for completeness; sets up related files; and composes draft and/or final correspondence. Coordinates the flow of applications through the permitting process, and prepares draft water use permits and amendments in accordance with state rules, policies, and guidelines. Responds to comments on draft permits, and revises permits and other documents as needed. Participates in special assignments, including the review and/or research of the Texas Water Code, Commission rules, water rights files, records, maps, and water rights databases; research of deeds, wills, land surveys, and other legal documents to verify ownership of lands irrigated or impoundment structures for administrative requirements; and other projects as assigned. Attends and/or participates in hearings before an Administrative Law Judge or the Commission; attends public meetings as necessary in the permitting process; and participates in alternative dispute resolutions.

Military Occupational Specialty (MOS) Codes: 92W, 72D, 8831, 8E000, and 9S100.

Minimum Qualifications:

A bachelor's degree from an accredited college or university, with a major in a natural or physical science, engineering, environmental studies, or related field (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION).

One year of full-time experience in the field of environmental activities may be substituted for each year (30 semester hours) of the required education.

Preferred Requirements:

Experience collecting, organizing information and/or tracking milestones for projects.

Experience plotting metes and bounds and/or legal descriptions.

Experience working with the Texas Water Code and/or Texas Administrative Code.

Special Requirements:

Moving up to 30 pounds of paper.

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