

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

State Title: **Administrative Asst II**
Functional Title:
Job Posting: **16276**
Monthly Salary: \$2194.33 - \$2500.19
Salary Group: A11
Posting Date: 06/01/2016
Close Date: 06/15/2016
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): 8639

Job Description:

Provides routine administrative and/or clerical support for the Houston Regional Office of the Texas Commission on Environmental Quality (TCEQ). Answers and screens phone calls, providing information, taking messages, and/or referring call as appropriate. Greets visitors and directs them to appropriate staff. Receives and routes incoming packages, mail, faxes and electronic documents. Assists staff in compiling information, reviewing data, preparing correspondence and mail outs, copying and distributing reports, and coding reports for central records. Maintains databases, files, and records to track information and prepare queries and reports.

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 files/office supplies.

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 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