

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

State Title: **Administrative Asst IV**
Functional Title:
Job Posting: **16294**
Monthly Salary: \$2805.00 - \$3321.01
Salary Group: A15
Posting Date: 06/27/2016
Close Date: 07/12/2016
Section/Division: Division Support Section/ Remediation Division
Work Location: 12100 Park 35 Circle, Austin, TX 78753
Openings: One(1)
Position #(s): 3262

Job Description:

Provides administrative support for the Remediation Division of the Texas Commission on Environmental Quality (TCEQ). Prepares, inputs and edits data for reports, correspondence, forms, and documents. Develops spreadsheets; maintains shared files and folders. Interfaces with the Public, Budget and Purchasing groups to receive and distribute required information. Researches Inventory and Travel transactions and discrepancies. Meets with division staff to clarify work assignments, coordinate deadlines, and update information. Oversees and/or trains other administrative support staff on assigned activities.

Military Occupational Specialty (MOS) Codes:

15P, 36B, 42A, 56M, 68J, 88H, 88N, 89A, 89B, 92A, 92Y, AZ, LS, MC, PS, RP, SN, YN, 641X-LDO, 741X-CWO, YN, 360, 018, 0100, 0111, 6046, 0102, 0170, 4430, 3A1X1, and 8A200

Minimum Qualifications:

Graduation from a standard senior high school or its equivalent plus five years of full-time experience providing administrative 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 with a maximum substitution of four years.

OR Two years as an Administrative Assistant III at TCEQ.

Preferred Requirements:

Completion of a bachelor's degree or 120 semester hours from an accredited college or university. Experience using advanced features (creating formulas, linking spreadsheets, pivot tables) of MS Excel.

Special Requirements:

Moving up to 15 pounds of paper, supplies, equipment.

Traveling up to 5% of the time.

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