

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

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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: **16326**
Monthly Salary: \$2194.33 - \$2501.54
Salary Group: A11
Posting Date: 07/20/2016
Close Date: 08/03/2016
Section/Division: Financial Administration-Admin. Section/ Financial Administration Division
Work Location: 12100 Park 35 Circle, Austin, TX 78753
Openings: One(1)
Position #(s): 0396

Job Description:

Provides administrative support for the Financial Administration Division of the Texas Commission on Environmental Quality (TCEQ). Answers division phones and directs telephone requests to the appropriate areas in the division; greets visitors and directs them to appropriate areas within the division; and maintains effective communication with internal and external customers. Provides administrative support for division management and Administrative Services Coordinators (ASCs). Serves as the division timekeeper, entering weekly time and attendance records into TCEQ's timekeeping system. Maintains division office supplies through inventorying, ordering, stocking and organizing supplies. Serves as primary contact for Public Information Requests for the division. Opens, sorts, stamps and routes division mail to appropriate staff.

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 MS Office software.

Experience providing customer service by phone.

Experience using a multi-line telephone as a central point of contact for a work group.

Experience providing face to face customer service.

Special Requirements:

Moving up to 10 pounds of office supplies/paper.

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