

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

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Mailing Address - P.O. Box 13087/MC-116
Austin, Texas 78711-3087
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Internet: www.tceq.texas.gov

State Title: Administrative Asst II
Functional Title:
Job Posting: 16335
Monthly Salary: \$2194.33
Salary Group: A11
Posting Date: 07/27/2016
Close Date: 08/10/2016
Section/Division: Region 2 - Lubbock Section/ North Central & West TX Area Division
Work Location: 5012 50th St, Ste 100, Lubbock, TX 79414-3426
Openings: One(1)
Position #(s): 8626

Job Description:

Provides routine administrative support work for the Lubbock Regional Office of the Texas Commission on Environmental Quality (TCEQ). Prepares and disseminates information of public interest regarding agency programs and services; responds to routine inquiries and addresses basic questions; answers and screens telephone calls, takes messages, and refers calls to appropriate staff. Distributes incoming mail; processes outgoing mail/shipments including reports, and/or documents, ice chests containing samples, and field equipment. Copies documents and/or reports for the region before mailing. Develops, coordinates, and maintains databases, files, and records to track information and to prepare queries and/or reports including Public Information Requests. Prepared travel vouchers and RAFT card requests for regional employees. Assists walk-in customers and maintains literature and brochures in the public reading/access area. Maintains office supplies and assists with the purchase of equipment and supplies for the region. Conducts region inventory and handles bank deposits for incoming payments to the TCEQ.

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 word processing, spreadsheet, and/or database software.

Experience maintaining databases and filing systems.

Special Requirements:

Moving up to 10 pounds of office supplies.

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