

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 II
Functional Title:
Job Posting: 16348
Monthly Salary: \$2194.33 - \$2501.54
Salary Group: A11
Posting Date: 08/05/2016
Close Date: 08/19/2016
Section/Division: Information Resources Administration/ Information Resources Division
Work Location: 12100 Park 35 Circle, Austin, TX 78753
Openings: One(1)
Position #(s): 0155

Job Description:

Provides administrative and clerical support for the Information Resources Division (IRD) of the Texas Commission on Environmental Quality (TCEQ). Schedules and coordinates Information Resources Division meetings. Prepares and compiles data, and produces reports and correspondence, including legal, technical, and non-technical documents. Sets up and maintains spreadsheets. Maintains record keeping and filing systems. Reviews division travel documents, and assists staff in resolving travel-related issues. Assists with procurement and budget activities. Enters time sheet data into the Employee Time System (ETS) database; attends ETS training; and assists staff in reviewing and resolving problems related to leave balances and timekeeping issues. Answers, screens, and routes incoming phone calls; takes messages, provides basic program information, and directs telephone requests to appropriate staff. Greets visitors and directs them 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.

Special Requirements:

Moving up to 25 pounds of paper and office supplies.

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