

## TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

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**Internet:** [www.tceq.texas.gov](http://www.tceq.texas.gov)

**State Title:** Executive Asst I  
**Functional Title:**  
**Job Posting:** 16369  
Monthly Salary: \$3081.33 - \$3297.02  
Salary Group: B17  
Posting Date: 08/29/2016  
Close Date: 09/13/2016  
Section/Division: Region 14 - Corpus Christi Section/ Coastal & East Texas Area Division  
Work Location: 6300 Ocean Dr, Ste 1200, Corpus Christi, TX 78412-5839  
Openings: One(1)  
Position #(s): 1913

### **Job Description:**

Provides administrative support to the Director and Section Managers of the Corpus Christi Regional Office. Drafts documents, assigns tasks, tracks due dates, and reviews final documents prior to Director signature. Drafts and reviews correspondence, including correspondence from staff, assuring adherence to the agency's correspondence style manual. Reviews and prioritizes the Director's correspondence and e-mail as necessary, ensuring matters of importance are brought to the attention of the Director or personally handling matters as appropriate. Develops and/or maintains filing systems; and makes travel arrangements, and files for travel reimbursement.

Coordinates and monitors the administrative staff and functions of the regional office to include work related to human resources, payroll and timekeeping, training, and travel authorizations/vouchers. Interprets agency rules, regulations, policies, and procedures and makes decisions on administrative issues. Reviews, and evaluates technical and program information and issues to brief and/or communicate with management regarding region activities; advises and recommends solutions to management relating to administrative issues impacting the regional office.

Plans and prepares special reports for management. Coordinates work between agency sections, and with local, state, and federal agencies or private organizations as required. Researches legal, technical, and policy issues, and assists management with implementing program plans.

### **Military Occupational Specialty (MOS) Codes:**

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

### **Minimum Qualifications:**

A Bachelor's Degree and one year of full-time experience working in an office environment.

OR Two years of full-time experience performing supervisory, managerial, professional or technical work which must include: analysis of work problems having an administrative aspect and interpretation of complex written material; or planning, organizing, and coordinating requirements for support services or program operations where a wide range of demands are involved, including interpretation of complex written material.

OR Graduation from a standard senior high school or its equivalent plus six years of full-time experience in an administrative capacity\*.

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.

\* Administrative capacity is work where primary duties consist of performing administrative tasks of an office,

excluding work such as clerical, secretarial, sales, equipment operations, and manual labor.

**Preferred Requirements:**

Experience using Word, Excel, Crystal, Access, Power Point.

Experience providing administrative support for an executive manager/director and/or professional staff.

Experience drafting, formatting, editing and preparing correspondence and/or reports.

Experience coordinating schedules, meeting logistics (i.e. scheduling, preparation, invitations, travel, room reservations, etc.)

Experience working with human resources procedures and confidential documents/information.

**Special Requirements:**

Moving up to 25 pounds of paper, mail, files and 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