

## TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

e-mail address for applications: [jobs@tceq.texas.gov](mailto: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](http://www.tceq.texas.gov)

**State Title:** **Administrative Asst II**  
**Functional Title:**  
**Job Posting:** **16376**  
Monthly Salary: \$2194.33  
Salary Group: A11  
Posting Date: 08/31/2016  
Close Date: 09/15/2016  
Section/Division: Office Of Chief Clerk Section/ Office Of Chief Clerk Division  
Work Location: 12100 Park 35 Circle, Austin, TX 78753  
Openings: One(1)  
Position #(s): 4702

### **Job Description:**

Completes a variety of administrative support and customer service duties for the Office of the Chief Clerk (OCC) of the Texas Commission on Environmental Quality (TCEQ). Receives, prepares, and disseminates documents in support of the administrative procedures of the OCC. Maintains files in accordance with TCEQ and OCC file procedures. Maintains electronic data files in accordance with agency standards and office procedures. Assists in the completion of specialized duties to facilitate functions of other OCC teams.

### **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 Microsoft Word, Microsoft Outlook, Adobe Acrobat and/or using the Internet as a research tool.

Bilingual speaking in English and Spanish (as reported on Employment Application).

### **Special Requirements:**

Moving up to 25 pounds of paper/files.

### **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