

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

e-mail address for applications: jobs@tceq.texas.gov
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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 Assistant III**
Functional Title:
Job Posting: **17019**
Monthly Salary: \$2550.00 - \$3564.57
Salary Group: A13
Posting Date: 09/20/2016
Close Date: 10/04/2016
Section/Division: Region 12 - Houston Section/ Coastal & East Texas Area Division
Work Location: 5425 Polk St, Ste H, Houston, TX 77023-1452
Openings: One(1)
Position #(s): 3360

Job Description:

Provides routine administrative and/or clerical support for the Houston Regional Office of the Field Operations Division of the Texas Commission on Environmental Quality (TCEQ). Prepares correspondence; assembles materials for mass mailings; schedules meetings; and maintains files and/or records. Plans, schedules and makes travel arrangements; assists with tracking budgets, and ordering supplies; remains current regarding agency administrative policies and procedures; and performs cashier duties. Assists staff with compiling information, reviewing data, tracking and maintaining data, and preparing reports. Assists with training new administrative staff regarding the program area. Coordinates the administrative work between sections and program areas; directs communication regarding administrative support for the program. Assists Team Leader with accomplishing tasks necessary for the administration of the team.

Military Occupational Specialty (MOS) Codes:

SN, YN, 641X-LDO, 360, 0111, and 3A1X1

Minimum Qualifications:

Graduation from standard senior high school or its equivalent plus four years of full-time experience providing administrative 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.

OR Two years of full-time TCEQ experience as an Administrative Assistant II.

Special Requirements:

Moving up to 20 pounds of files and equipment.

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