

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 Assistant II**
Functional Title:
Job Posting: **17027**
Monthly Salary: \$2194.33 - \$2347.93
Salary Group: A11
Posting Date: 09/29/2016
Close Date: 10/13/2016
Section/Division: PST & DCRP Section/ Remediation Division
Work Location: 12100 Park 35 Circle, Austin, TX 78753
Openings: One(1)
Position #(s): 1642

Job Description:

Provides administrative support for the Petroleum Storage Tank/Dry Cleaner Remediation Program (PST/DCRP) Section of the Remediation Division of the Texas Commission on Environmental Quality (TCEQ). Prepares and coordinates Public Information Requests (PIR) for the Section. Maintains related processes, procedures, and tracking databases. Coordinates travel arrangements, and assists with purchasing and budget functions; trains other Section/Division administrative staff. Serves as the Records Retention Liaison for the section; coordinates records management activities with section staff, the Division Records Administrator, the Central File Room, and contractors. Formats and edits correspondence; files, faxes, and mails documents. Answers phones, routes calls, and/or takes messages; greets and directs visitors to appropriate staff. Develops, coordinates, and maintains databases for the Section. Participates in special projects within the Section/Division.

Military Occupational Specialty (MOS) Codes:

15P, 36B, 42A, 56M, 68J, 88H, 88N, 89A, 89B, 92A, 92Y, AZ, LS, MC, PS, RP, SN, YN, 641X-LDO, 741X, CWO, YN, 360, 018, 0100, 0111, 6046, 0102, 0170, 4430, 3A1X1, and 8A200

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 advanced features of Microsoft Excel.

Experience managing multiple work priorities.

Experience with developing and writing administrative and/or technical procedures.

Special Requirements:

Moving up to 20 pounds of reports.

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