

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

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Internet: www.tceq.texas.gov

State Title: **Administrative Assistant IV**
Functional Title:
Job Posting: **17040**
Monthly Salary: \$2805.00
Salary Group: A15
Posting Date: 10/12/2016
Close Date: 10/26/2016
Section/Division: Watermasters Section/ Water Availability Division
Work Location: 14250 Judson Rd, San Antonio, TX 78233-4480
Openings: One(1)
Position #(s): 3730

Job Description:

Provides administrative support duties for the South Texas and Concho Watermaster programs of the Texas Commission on Environmental Quality (TCEQ). Provides budget support to the South Texas and Concho Watermaster teams; reconciles and tracks program expenses; and keeps management informed of related budget issues. Maintains databases containing water right holder's diversion requests and ownerships information; and generates reports. Purchases merchandise, supplies, and equipment; prepares, reviews, and tracks purchase orders, and updates management regarding purchasing activities. Coordinates and maintains time keeping records; and performs data entry. Trains and mentors other administrative staff within the section. Communicates routine Watermaster program information to Agency staff, the public, the regulated community and other interested groups regarding rules, regulations, and policies; and researches water right amendments, ownership changes, and associated water right issues.

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 five 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 with a maximum substitution of four years.

OR Two years as an Administrative Assistant III at TCEQ.

Preferred Requirements:

Experience managing annual budgets, and reconciling and tracking program expenses.
Experience purchasing items (office supplies, training registrations, equipment, etc.) for a state agency.
Experience maintaining databases to include data entry, report generation, etc.
Experience conducting administrative tasks (may include preparing correspondence, customer service, etc.).

Special Requirements:

Moving up to 20 pounds of equipment, files.
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