

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: **17046**
Monthly Salary: \$2194.33 - \$2347.93
Salary Group: A11
Posting Date: 10/21/2016
Close Date: 11/04/2016
Section/Division: Business Support Section/ Water Supply Division
Work Location: 12100 Park 35 Circle, Austin, TX 78753
Openings: Three(3)
Position #(s): 11417,11418,11419

Job Description:

Performs administrative functions for the Water Supply Division of the Texas Commission on Environmental Quality. Performs administrative duties including: answering phones and performing receptionist duties, maintaining files; sorting and distributing mail; making photocopies and sending faxes; tracking documents and/or assignments, processing travel requests, updating databases; scheduling meetings for others; conducting phone duty and other customer service functions as necessary; etc. Review, and prepare correspondence, forms, memoranda, training materials, presentations and mail outs; while assuring compliance with Agency data standards including reviewing and proofreading documents prepared by others in order to ensure compliance with Division and Agency correspondence and accessibility requirements. Assists with coordinating requirements relating to program records maintained in the Central File Rooms; prepares files for delivery to the Central File Room; locates records and/or reviews responses for public information responses and other requests. Works closely with the Records Liaison to ensure agency records management policies and procedures are followed to include records retention, storage, access, and destruction. Assists with special projects including tracking inventory of supplies and equipment; coordinating surplus and office moves; developing and/or reviewing standard operating procedures, work instructions, work processes etc.

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 editing or proofreading reports or correspondence

Experience preparing written documents such as reports or correspondence for others.

Experience generating letters using a merge document process.

Experience applying accessibility standards in order to make documents accessible to those with disabilities.

Experience tracking documents, projects, budgets, procurements, travel status, and/or assignments through databases or other means.

Experience answering multi-line phones.

Experience working in an office environment in an administrative capacity.

Experience working with State of Texas:

travel requirements; purchasing requirements; inventory management requirements; public information requests requirements; and/or record management requirements.

Special Requirements:

Moving up to 15 pounds of administrative materials.

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