

## 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 Assistant II  
**Functional Title:**  
**Job Posting:** 17048  
Monthly Salary: \$2194.33 - \$2347.93  
Salary Group: A11  
Posting Date: 10/24/2016  
Close Date: 11/07/2016  
Section/Division: Drinking Water Standards Section/ Water Supply Division  
Work Location: 12100 Park 35 Circle, Austin, TX 78753  
Openings: One(1)  
Position #(s): 11416

### **Job Description:**

Provides data entry and administrative support for the Water Supply Division of the Texas Commission on Environmental Quality (TCEQ). Enters data, codes, scans, and files documents in support of public drinking water regulatory compliance programs. Follows business processes and standard operating procedures for data entry to maintain quality control. Performs administrative duties including: responding to telephone and/or email inquiries from internal/external customers; maintaining files; sorting and distributing mail; making photocopies; scanning documents; sending faxes; preparing, reviewing, and proofreading documents to ensure compliance with Agency requirements; and reviewing and writing standard operating procedures. Reviews and prepares correspondence, forms, training materials and other documents for mass mail outs; reviews and proofreads documents prepared by others. 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.

### **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 performing data entry.
- Experience using software to generate and edit pdf documents or forms.
- Experience tracking documents, projects, budgets, 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 technical staff (i.e. Scientists or Engineers) in an administrative capacity.
- Experience filing documents.

**Special Requirements:**

Moving up to 20 pounds of paper or 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