

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Email applications to: jobs@tceq.texas.gov

TCEQ: www.tceq.texas.gov



www.takecareoftexas.org

State Title: Administrative Assistant II
Functional Title:
Job Posting: 18241
Monthly Salary: \$2194.33 - \$2501.53
Salary Group: A11
Posting Date: 06/29/2018
Close Date: 07/18/2018
Section/Division: Region 13-San Antonio Section/Central Texas Area Division
Work Location: 14250 Judson Rd, San Antonio, TX 78233-4480
Openings: One
Position #(s): 11218

Job Description:

Provides routine administrative and/or clerical support for the San Antonio Regional Office of the Texas Commission on Environmental Quality (TCEQ). Answers telephone calls, takes messages, provides information and/or refers calls to appropriate parties. Greets and directs visitors to appropriate staff. Receives and routes packages, mail, faxes, and documents. Assists staff in compiling information, reviewing data, preparing correspondence and mail outs, copying and distributing reports, and coding reports for central records. Maintains databases, files, and records to track information and prepare queries and reports.

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 providing customer service in an office setting by greeting or assisting customers and/or answering, screening, and/or routing telephone calls.

Experience preparing and/or proofreading correspondence, forms, brochures, manuals, and/or charts.

Special Requirements:

Moving up to 10 pounds of files, office supplies.

Traveling up to 10% of the time.

The agency will review the applicant's driving history in connection with the use of a vehicle in the performance of the job.

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.

To Apply:

Email a State of Texas application to jobs@tceq.texas.gov; or mail to TCEQ Human Resources & Staff Services, P.O. Box 13087, MC-116 Austin, TX 78711-3087; or submit in person, at 12100 Park 35 Circle, Bldg. A, Austin, Texas 78753 by the close date. An electronically signed copy is acceptable.

In compliance with ADA, if you need any special accommodations during the employment process, please contact HRSS for assistance at (512) 239-0102.

Texas Commission on Environmental Quality is an Equal Opportunity Employer