

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

e-mail address for applications: jobs@tceq.texas.gov
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Mailing Address - P.O. Box 13087/MC-116
Austin, Texas 78711-3087
(512)239-0102



Internet: www.tceq.texas.gov
Fax: (512)239-0111

State Title: **Administrative Asst IV**
Functional Title:
Job Posting: **L16011**
Monthly Salary: \$2805.00
Salary Group: A15
Posting Date: 05/02/2016
Close Date: 05/16/2016
Section/Division: Business & Program Services Section/ Waste Permits Division
Work Location: 12100 Park 35 Circle, Austin, TX 78753
Openings: One(1)
Position #(s): 8526

Job Description:

Provides administrative support, prepares requisitions for the purchase of goods and services, and maintains receiving reports for the Waste Permits Division of the Texas Commission on Environmental Quality (TCEQ). Assists with reviewing Industrial & Hazardous Waste and Municipal Solid Waste permits and registrations to ensure administrative completeness and accuracy. Coordinates with division and agency staff to resolve issues regarding notice packages and/or workflow. Assists with the purchase of goods and services following TCEQ and state purchasing rules. Maintains receiving reports as goods and services are received. Assists with audits of invoices, processes payments, and reconciles purchases made on agency procurement card. Assists with the coordination of travel requests to include creating, processing, and tracking travel requests and vouchers; verifies budget availability and reconciles travel expenditures in the Budget Accounting Monitoring System; and communicates with staff and Agency Travel Unit to resolve travel-related issues. Provides information to external and internal customers to include addressing basic permit and authorization inquiries, interpreting rules and policies, and resolving administrative deficiencies with applicants. Maintains Division standard operating procedures (SOPs) related to administrative procedures and purchasing. Works closely with the Records Administrator to ensure agency records management policies and procedures are followed in the division to include records retention, storage, access, and destruction. Completes coding for IHW and MSW records to ensure documents are filed properly in the Central File Room. Assists with other administrative functions including front desk activities, document processing, and data entry, and provides administrative support to management. Assists with coordinating responses to Public Information Requests.

Military Occupational Specialty (MOS) Codes: SN, YN, 641X-LDO, 360, 0111 and 3A1X1.

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 coordinating work or tasks between teams or work groups.

Experience involving purchasing or procuring commodities, equipment, or services for a state agency.

Experience handling public information/open records requests or using a records management system.

Special Requirements:

Moving up to 20 pounds of paper.

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 faxed or 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