

## 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 Asst III  
**Functional Title:**  
**Job Posting:** L16015  
Monthly Salary: \$2453.25  
Salary Group: A13  
Posting Date: 06/21/2016  
Close Date: 07/06/2016  
Section/Division: Enforcement Division-Admin Section/ Enforcement Division  
Work Location: 12100 Park 35 Circle, Austin, TX 78753  
Openings: One(1)  
Position #(s): 3822

### **Job Description:**

Provides moderately complex administrative support for the technical teams of the Enforcement Division of the Texas Commission on Environmental Quality (TCEQ). Prepares routine and special correspondence, reports, forms, agenda notifications, and related enforcement documents to support the work of the technical teams. Assists other administrative staff with daily administrative tasks, which includes sorting mail, answering division phones, distributing reports, and sorting enforcement documents. Creates and maintains various databases and files and/or records related to enforcement orders; reviews and compiles data; and prepares reports, schedule, and/or summaries. Assists in the development of administrative policies and procedures. Prepares, and disseminates information to division staff. Assists with special projects and assignments.

### **Military Occupational Specialty (MOS) Codes:**

SN, YN, 641X-LDO, 360, 0111, and 3A1X1

### **Minimum Qualifications:**

Graduation from standard senior high school or its equivalent plus four 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.

OR Two years of full-time TCEQ experience as an Administrative Assistant II.

### **Preferred Requirements:**

- Experience processing Public Information Requests (PIRs).
- Experience preparing environmental documents.
- Experience entering employee timesheets.
- Experience preparing and processing travel requests and documents.

### **Special Requirements:**

- Moving up to 10 pounds of paper, files or supplies.
- 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