

## 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 II  
**Functional Title:**  
**Job Posting:** L16019  
Monthly Salary: \$2194.33 - \$2501.54  
Salary Group: A11  
Posting Date: 07/13/2016  
Close Date: 07/27/2016  
Section/Division: Permitting & Registration Support Sect./ Permitting & Registration Support Div.  
Work Location: 12100 Park 35 Circle, Austin, TX 78753  
Openings: One(1)  
Position #(s): 4526

### **Job Description:**

Provides receptionist and administrative/clerical support for the Permitting and Registration Support Division of the Texas Commission on Environmental Quality (TCEQ). Answers division phones and directs telephone requests to the appropriate areas in the division; provides basic program information; and greets visitors and directs them to the appropriate areas within the division. Provides administrative support for the Division Director and the PRS division, including PROCARD purchasing, travel, timekeeping, inventory, and records retention functions. Distributes mail, assists with mail outs, and maintains logs for overnight mail. Prepares correspondence, reports, forms and other documents; maintains files and completes mail merges. Schedules conference rooms for division staff as assigned. Prepares Computer Access Request Forms (CARFs). Participates in training and conferences, meetings, and program training; and assists with special projects.

### **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 answering, screening, and routing telephone calls; or assisting walk-in customers.

Data entry experience with attention to details or following standard operating procedures.

Experience providing administrative support in an office setting.

Experience using Microsoft Excel, Word and Outlook.

Experience with purchasing goods and services/working with contracts.

### **Special Requirements:**

Moving up to 15 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