State Title: Administrative Asst IV
Functional Title:
Job Posting: L20268 (Re-Opened)
Monthly Salary: $2805.00
Salary Group: A15
Posting Date: 06/19/2020
Close Date: 07/03/2020
Section/Division: Watermasters Section/Water Availability Division
Work Location: 6801 Sanger Ave, Ste 2500, Waco, TX 76710-7826
Openings: One
Position #(s): 11441

Applicants who previously applied will still be considered and do not have to re-apply

Job Description:
Provides administrative support for the Brazos Watermaster program of the Texas Commission on Environmental Quality (TCEQ). Assists with the review of data to ensure administrative completeness; processes daily diversion requests, pump operation reports, and completes data entry related to these items. Answers and redirects telephone calls for the Brazos Watermaster program, and responds to general program inquiries from the public. Prepares management reports; processes temporary permits in Texas Watermaster Accounting System (TxWAS); updates water right files and TxWAS data to reflect current status of water right records; and processes all incoming and outgoing mail for the program. Provides budget support to the Brazos Watermaster program; reconciles and tracks program expenses; and keeps management informed of related budget issues. Purchases merchandise, supplies, and equipment; prepares, reviews, and tracks purchase orders, and updates management regarding purchasing activities. Responds to specific inquiries regarding basic program information about the Brazos Watermaster program from management, agency staff, and/or members of the public and regulated community. Participates in special projects, to include coordinating with section staff to review water right permits for administrative completeness. Provides administrative support related to the Watermaster Advisory Committee. Coordinates and maintains Vehicle Logs; Watermaster Advisory Committee records and performs data entry. Trains and mentors other administrative staff within the section.

Military Occupational Specialty (MOS) Codes:
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 managing annual budgets, and/or reconciling and tracking program expenses. Experience maintaining databases to include data entry, report generation, etc. Experience conducting administrative tasks.

Special Requirements:
Moving up to 20 pounds of files, equipment, etc. 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.

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.