State Title: Administrative Assistant II  
Functional Title:  
Job Posting: L20361  
Monthly Salary: $2611.00  
Salary Group: A11  
Posting Date: 06/19/2020  
Close Date: 07/03/2020  
Section/Division: Water Availability-Admin Section/Water Availability Division  
Work Location: 12100 Park 35 Circle, Austin, TX 78753  
Openings: One  
Position #(s): 11365  

**Job Description:**  
Provides administrative and clerical support for the Water Availability Division of the Texas Commission on Environmental Quality (TCEQ). Reviews water rights applications and change of ownership requests for administrative completeness; creates digital copies of approved permits in accordance with agency accessibility requirements and division needs. Enters water rights data into agency databases. Maintains tracking databases, record keeping, and filing systems. Coordinates bulk mailing with the Office of the Chief Clerk; Prepares and/or distributes routine and special correspondence, assembles materials for mass information dissemination, and schedules meetings. Works with other division support staff to develop, maintain, and update administrative practices and division policies. Answers and screens phone calls, takes messages, provides general information, and refers calls to appropriate staff; and greets visitors.  

**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 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 with maintaining databases, record keeping, and filing systems.
Experience using Microsoft Word, Excel, and/or Outlook.
Experience creating and/or manipulating spreadsheets using Microsoft Excel.

Special Requirements:
Moving up to 20 pounds of files/office 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.

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