State Title: License and Permit Specialist II  
Functional Title:  
Job Posting: L21003  
Monthly Salary: $2791.00  
Salary Group: B14  
Posting Date: 10/09/2020  
Close Date: 10/23/2020  
Division: Office of Chief Clerk  
Work Location: 12100 Park 35 Circle, Austin, TX 78753  
Openings: One  
Position #(s): 49571

**Job Description:**
Reviews, tracks and monitors permit notices and various other data for the Office of the Chief Clerk of the Texas Commission on Environmental Quality. Reviews notices to ensure completeness, accuracy, and compliance with state and federal regulations, policies, and guidelines; and provides rule and policy interpretations for applicants, their representatives, and the general public. Reviews permit notices and supporting documents; corresponds with applicants regarding notice deficiencies in accordance with rule applicability; declares notices complete within time frames established in federal and state regulations. Maintains the Commissioner’s Integrated Database to update the status of pending permit notices and generates permit notice reports to facilitate the issuance of permit notices. Provides technical assistance related to permit notice requirements to agency staff, the regulated community, and the general public and governmental entities.

**Military Occupational Codes:**
YN, 360, 0111, 3A1X1, and 3M0X1.
**Minimum Qualifications:**
Graduation from a standard senior high school or its equivalent plus three years of full-time experience performing administrative or technical support activities.
Fifteen semester hours of accredited college work (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION) may be substituted for each six months of the required experience.

**Preferred Requirements:**
Experience reviewing documents for accuracy and compliance with statutes, regulations, and/or policies.
Experience accessing the Commissioner’s Integrated Database and/or Central Registry.

**Special Requirements:**
Moving up to 15 pounds of office equipment, documents, and 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-select 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.