

## TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Email applications to: [jobs@tceq.texas.gov](mailto:jobs@tceq.texas.gov)

TCEQ: [www.tceq.texas.gov](http://www.tceq.texas.gov)



[www.takecareoftexas.org](http://www.takecareoftexas.org)

### **State Title: Administrative Assistant II**

### **Functional Title:**

### **Job Posting: L21018**

Monthly Salary: \$2611.00

Salary Group: A11

Posting Date: 11/13/2020

Close Date: 12/02/2020

Division: Water Quality Planning

Work Location: 12100 Park 35 Circle, Austin, TX 78753

Openings: One

Position #(s): 49485

### **Job Description:**

Provides administrative support for the Division Support Section (DSS) of the Water Quality Planning Division of the Texas Commission on Environmental Quality (TCEQ). Assists with processing travel requests and reimbursements, purchasing, timekeeping, and budget functions. Assists with Developing, coordinating, and maintaining databases and spreadsheets for the section. Formats and edits correspondence; coordinates and maintains file system; sends and distributes faxes; tracks incoming mail and distributes to management and staff; and ensures outgoing mail is handled according to agency procedures. Answers division phones, routes calls, and/or takes messages.

### **Military Occupational 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 creating and/or manipulating spreadsheets using Microsoft Excel.  
Experience with maintaining databases, record keeping, and filing systems.  
Experience providing customer service to internal and external customers.  
Experience using a multi-line phone.

**Special Requirements:**

Moving up to 20 pounds of reports.  
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](mailto: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