

JOB ANNOUNCEMENT

Job Posting Number: 20-05
Job Title: Administrative Assistant III
Opening Date: January 6, 2020
Closing Date: January 24, 2020
Annual Salary: \$29,439 – \$37,914¹
Work Location: 914 East Anderson Lane, Austin, Texas 78752
Work Hours: 8:00 a.m. – 5:00 p.m. Monday-Friday

GENERAL DESCRIPTION

Performs advanced, responsible clerical, receptionist and word processing duties. Provides a myriad of journey-level administrative type services for the Department staff that is headquartered in the Austin office. Work involves disseminating information, maintaining filing systems, and general administrative support work. On occasion, may be required to assist in training new employees to perform in similar or lower job levels. Performs tasks for other job positions on a substitute basis.

MILITARY OCCUPATIONAL SPECIALTY CODES

Veterans, Reservists or Guardsmen with a Military Occupational Specialty or additional duties that fall in the fields of 36B, 42A, 88N, YN, 360, 0111, 8A200 may meet the minimum qualifications for this position and are highly encouraged to apply.

Additional Military Crosswalk information can be accessed at:

http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.pdf

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepares, coordinates, reviews, and processes correspondence, memoranda, examination reports and other agency related documents.
- Responsible for the maintenance and purging of various Department files and the destruction of documents in accordance with the Department's approved record retention schedule.
- Processes mail and deliveries in accordance with the Department procedures.
- Receives incoming telephone calls, screens and handles, if appropriate, or directs or elevates calls to others for response.
- Maintains office supplies inventory based on periodic review of inventory level and supply requests from staff.
- Responsible for ensuring Department policies and procedures are reviewed and updated annually. Distributes policy and procedure updates/changes to staff. Maintains up to date policy and procedure manuals in electronic format.
- Performs as back-up to the legal assistant for complaint processes as needed.

¹ Commensurate with qualifications and experience.

REQUIREMENTS

Experience and Education

Experience in office practices and administrative support. Graduation from a standard senior high school or equivalent is required. Graduation from an accredited college or university with a two-year associate degree (or higher) is preferred. Experience and education may be substituted for one another.

Knowledge, Skills and Abilities

The successful candidate will be capable of performing efficiently in a fast-paced environment with the ability to multi-task within tight time constraints; communicating effectively, both orally and in writing; answering a multi-line phone system; relating agency information in a clear and concise manner; establishing and maintaining courteous, effective working relationships; and assisting in the development and achievement of agency plans, goals and programs. The administrative assistant must also have a sound knowledge of business application skills (e.g. Microsoft Excel, Word, etc.). Experience with SharePoint is preferred. Prior experience with human resources or purchasing within a state agency is a plus.

HOW TO APPLY

Submit a State of Texas application via mail or in person to: Credit Union Department, 914 East Anderson Lane, Austin, Texas 78752; via fax to 512-832-0278; via email to CUDMail@tud.texas.gov; or via WorkinTexas.com. Application must include a complete work history. Resumes submitted without a State of Texas application will not be considered.

The State of Texas applications may be downloaded from the Texas Workforce Commission's web site: <http://www.twc.state.tx.us/jobseekers/state-texas-application-employment#applicationFormForDownload>.

Only those candidates selected for an interview will be contacted. Candidates selected will be required to sign a release authorizing the Department to obtain information regarding the candidate's credit history, police and criminal history information, and education information.

Employment testing is required for candidates selected to be interviewed. If contacted for an interview, candidates will be notified regarding details of the testing procedures.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

The Department is an Equal Employment Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, veteran status, age or disability in employment or the provision of services. In compliance with the Americans with Disabilities Act (ADA), the Department will provide reasonable accommodation during the hiring and selection process for individuals with a disability. If you need assistance completing the application, contact the Department at 512-837-9236. If you are contacted for an interview and need accommodation to participate in the interview process, please notify the person scheduling the interview.

The Department participates in E-Verify and will provide the Social Security Administration and, if necessary, the Department of Homeland Security, with information from each new employee's Form I-9 to confirm work authorization.