

JOB DESCRIPTION

TITLE: Executive Assistant I
AGENCY: Credit Union Department - State of Texas
CLASS NUMBER: 0160
SALARY GROUP: B17
REVISED: March 26, 2019
REPORTS TO: Deputy Commissioner

GENERAL DESCRIPTION

Performs complex (journey-level) professional work for the Deputy Commissioner. Work involves coordinating high-level administrative operations of the examination and supervision program. Provides highly responsible information management support and technical program management for the Department. Coordinates with Field Supervisors to ensure the administrative policies and procedures of the agency are carried out. Duties performed within this position require a high degree of confidentiality. Work is performed under the general supervision of the Deputy Commissioner with moderate latitude for use of initiative and independent judgment.

CONTACTS

Extensive daily contact (face-to-face, telephone, and in writing) with all levels of staff, as well as outside contact with credit unions, other regulatory authorities, the Texas Legislature, and all other contacts of the Deputy Commissioner. Responds to telephone inquiries from the public.

DUTIES AND RESPONSIBILITIES

Assists the Commissioner or Deputy Commissioner in the daily implementation of the Department's policies and procedures:

1. Prepares, reviews, and edits final reports of examination, examination correspondence and other examination documents. Responsible for certain examination documentation including SharePoint processes. Provides data entry related to inputting examiner work report hours and tracking of examiner travel nights.
2. Produces information by formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
3. Prepares reports by collecting and analyzing information; prepares presentations.
4. Welcomes visitors by greeting them, in person or on the telephone, answering or directing inquiries to appropriate staff.

5. Captures, processes, stores and retrieves historical information.
6. Processes purchase request forms in accordance with Department and state requirements.

Provides administrative support to other staff including acting as a backup for complaint processes. Process mail and deliveries in accordance with Department procedures. Assists with reproduction, collation and binding reports and reproduces forms and other communications for mailing and distribution. Prepares routine correspondence.

7. Maintains office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; evaluating new office products; placing and expediting orders for supplies; verifying receipt of supplies.
8. Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; evaluating new equipment and techniques.
9. Schedules appointments, coordinates meetings and conferences, develops trip itineraries and presentation materials, and coordinates air and ground travel.
10. Assist with the appropriate disposition of documents in accordance with the Department's approved records retention schedule. Purges files on an annual basis for digital copying in accordance with Department policy and the records retention schedule. Shreds documents kept on-site that no longer need to be retained by the Department.
11. Provides oversight to ensure Department policies and procedures are reviewed and updated annually. Assists in interpreting policies and procedures and making administrative decisions as appropriate.
12. May communicate agency objectives, tasks, and decisions to staff on behalf of the Deputy Commissioner.
13. May assist with various staff service functions as needed and assigned by supervisor, including human resources, purchasing, records management and property management.
14. Contributes to team effort by working on and accomplishing related assignments as needed.

GENERAL QUALIFICATION REQUIREMENTS

Experience and Education:

Experience in a financial institution regulatory or supervision program area and administration management. Graduation from an accredited four-year college or university with major

coursework in business administration or a related field is preferred. Experience and education may be substituted for one another.

Knowledge, Skills, Abilities:

1. Knowledge of accepted business practices and procedures; of applicable rules, regulations, and policies; and of related legislative and legal practices and procedures.
2. Knowledge of modern office management, practices and procedures. Knowledge of state government structure and functioning.
3. Self-driven with strong organization and time management skills. Ability to manage multiple projects and deadlines, utilizing good judgement and initiative concerning priorities, methods and agency procedures, to accomplish duties. Ability to attend work on a regular basis with flexibility to meet changing workloads.
4. Ability to establish and maintain effective working relationships with supervisors and co-workers, to deal with the public, and to communicate effectively.
5. Highly proficient in the use of the Internet and personal computers, with ability to operate various software application for word processing, database and spreadsheet design and maintenance, e.g. Access, MS Word, Excel, Outlook, SharePoint and PowerPoint.
6. Exceptional verbal and written communications skills, as well as outstanding human relations and organizational skills
7. Ability to interpret and apply accounting theory; to work accurately with numerical detail; to analyze, consolidate, and interpret accounting data.
8. Prior experience with staff services and/or accounting within a state agency is a plus.

Special Requirements:

- Must possess or obtain within six months a valid Texas driver's license. Satisfactory driving records are required for driving any vehicle to conduct agency business. Final applicants must certify that personally owned vehicles used for agency business have Texas minimum liability coverage and valid state inspection sticker.
- Final applicants may be subject to an employment credit check, driving record check and criminal background check.
- Individuals selected for this position are subject to an employment eligibility check through E-Verify.
- Must cease any outside employment with a state-chartered credit union.
- Must be able to lift and/or move up to 25 pounds.
- Must be available between 8 am – 5 pm