

JOB ANNOUNCEMENT

Job Posting Number: 16-11
Job Title: Executive Assistant I
Opening Date: August 4, 2016
Closing Date: 5:00 p.m. (CDT) on August 19, 2016
Annual Salary: \$36,976 – \$45,600¹
Work Location: 914 East Anderson Lane, Austin, Texas 78752
Work Hours: 8:00 a.m. – 5:00 p.m. Monday-Friday

GENERAL DESCRIPTION

Performs complex (journey-level) professional work for the Deputy Commissioner. Work involves coordinating high-level administrative operations of the Department's examination and supervision programs. 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.

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, reports and related documents.
- Receives incoming telephone calls, screens and handles, if appropriate, or directs or elevates calls to others for response. Reviews incoming mail; uses initiative to identify and coordinate action required; and keeps management informed of action and status.
- Develops and/or revises administrative and office procedure and database files to enhance processing, maintenance and utilization of documents, data and information relevant to Department goals.
- Prepares and processes purchase, travel, and related vouchers; inputs and audits timekeeping records for compliance with established standards.
- Performs as back-up to the legal assistant for complaint processes as needed.

REQUIREMENTS

¹ Commensurate with qualifications and experience.

Experience and Education

Experience in a financial institution regulatory or supervision program areas and administration management. Graduation from an accredited four-year college or university with major coursework in business administration or a related field is generally 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 executive assistance must also have a thorough knowledge of generally accepted office procedures and practices, a solid understanding of accounting processes and principles, sound analytical skills, and keen business application skills (e.g. Microsoft Excel, SharePoint).

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.