

JOB ANNOUNCEMENT

Job Posting Number: 23-04
Job Title: Executive Assistant IV
Opening Date: February 10, 2023
Closing Date: Until filled
Annual Salary: \$55,184 – \$83,000¹
Work Location: 914 East Anderson Lane, Austin, Texas 78752
Work Hours: 8:00 a.m. – 5:00 p.m. Monday-Friday

GENERAL DESCRIPTION

Serves as executive assistant for either the Commissioner or Deputy Commissioner to oversee and plan the operations of the agency and direction for the Credit Union Commission. Provides highly responsible administrative support and technical program management for the Department including managing office workloads. Coordinates with executive office staff and field management 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 minimal direction of the Commissioner or Deputy Commissioner with latitude for 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

- Assists the Commissioner or Deputy Commissioner in major project organization, including compiling and analyzing data, making calculations, and preparing, maintaining, tracking, and disseminating reports.
- Coordinates and prepares correspondence, reports, studies, forms and documents for the Commissioner or Deputy Commissioner, and for posting on the website as needed.
- Maintains electronic calendar for the Commissioner or Deputy Commissioner which include department-wide scheduling. Schedules appointments, coordinates meetings and conferences, develops trip itineraries and presentation materials, and coordinates air and ground travel.
- Assists in preparing documents in proper format for posting to the website.

¹ Commensurate with qualifications and experience.

- Records and prepares minutes from meetings, as necessary, including Credit Union Commission, Commission Committees, and other meetings.
- Generates and distributes job assignments as needed and follows-up on projects assigned to staff members for timely submission.
- Performs limited travel, when necessary.
- Coordinates or serves as backup coordinator of Credit Union Commission meetings, including compilation and distribution of information, materials, and reports for the Credit Union Commission. Maintains contact with Credit Union Commission members.
- Performs daily operations including directing daily mail and other assignments to proper personnel. Oversees completion of daily correspondence reports, answers inquiries by telephone, mail, Internet E-mail, etc.; and greet visitors as needed. Schedules conference calls and meetings for executives. Develops, coordinates, and maintains recordkeeping and filing systems for executive documents and information.
- Oversees and manages the day-to-day activities of staff members as directed by the Commissioner or Deputy Commissioner.

REQUIREMENTS

Preferred Qualifications:

At least twelve years of progressive responsible experience in office practices and administrative procedures. A high school diploma or successful completion of the GED is required. Graduation from an accredited four-year college or university may substitute for experience.

Knowledge, Skills, and Abilities:

- Ability to manage multiple projects and deadlines, handle high-level administrative issues to solve work-related problems, and utilize good judgement and initiative concerning priorities, methods, and agency procedures, to accomplish duties.
- Exceptional verbal and written communications skills as well as outstanding human relations and organizational skills.
- Ability to establish and maintain effective working relationships with supervisors and co-workers, to deal with the public, and to communicate effectively.
- Highly proficient in the use of Internet and personal computers, with ability to operate various software application for word processing, database and spreadsheet design and maintenance, e.g. Microsoft Word, Access, Excel, Power Point, SharePoint.
- Knowledge of office management, practices, and procedures; and of applicable rules, regulations, and policies. Some familiarity with legislative practices.
- Ability to maintain schedules and coordinate paper flow of Commissioner or Deputy Commissioner.

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.