

JOB ANNOUNCEMENT

Job Posting Number: 24-05
Job Title: Executive Assistant II or III
Opening Date: February 1, 2024
Closing Date: Until Filled (Start Date: April 1, 2024)
Annual Salary: \$60,000 – \$82,901¹
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. Coordinates regularly with office staff, management, and field staff to ensure the administrative policies and procedures of the agency are carried out. Duties performed within this position require a high degree of confidentiality. Works under limited supervision of the Commissioner or Deputy Commissioner with latitude for initiative and independent judgment. May assist an executive on high-level administrative matters.

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.

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.
- 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.
- Records and prepares minutes from meetings, as necessary, including Credit Union Commission, Commission Committees, and other meetings.

¹ Commensurate with qualifications and experience.

- 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. Prepares 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.
- May work under the direct supervision of a higher-level executive assistant, at the discretion of executive management of the agency.
- Performs other work including special projects, as assigned.

REQUIREMENTS

Preferred Qualifications:

At least eight 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 is preferred. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities:

- Ability to manage multiple projects and deadlines, utilizing good judgement and initiative concerning priorities, methods, and agency procedures, to accomplish duties.
- Sound 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, deal with the public, and communicate effectively.
- Highly proficient in the use of Internet and personal computers, with ability to operate various software applications 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. Some knowledge of applicable rules and regulations, as well as familiarity with legislative practices is preferred.
- Ability to maintain schedules and coordinate paper flow of Commissioner and/or Deputy Commissioner.
- Ability to oversee and supervise the work of others.

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:

<https://www.twc.texas.gov/sites/default/files/busops/docs/state-of-texas-applications-e-133-twc.pdf>

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

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

The Department is an Equal Employment Opportunity Employer and does not discriminate based on 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.