



Credit Union Department, State of Texas

JOB ANNOUNCEMENT

Functional Title:	Executive Assistant	Job Posting:	26-05
Job Title:	Executive Assistant II or III	Class Code:	0162 or 0164
Agency:	Credit Union Department	Location:	914 E. Anderson Ln, Austin TX
Department:	CUD – Home Office	Work Location:	Austin, TX
Posting Audience:	Internal and External	Occupational Category:	Administrative Support
Salary:	\$66,000 - \$87,046 annually ¹ \$31.73 - \$41.84 hourly	Salary Group:	B19 or B21
Travel:	Up to 10%	Standard Hours	32 - 40 hours; Monday - Friday
Work Status:	Part-Time or Full-Time; Regular	FLSA Status:	Non-Exempt
Opening Date:	June 5, 2026	Closing Date:	Until Filled

**** NOTE:** *This position may be structured as either part-time or full-time and requires 32 to 40 hours of work per week.*

MISSION AND VISION

The Credit Union Department's mission is to safeguard the public interest, protect the interests of credit union members and promote public confidence in credit unions.

The Credit Union Department is a Texas state agency with responsibility for supervising and regulating state-chartered credit unions. The Department seeks to assure a credit union system in which credit unions soundly manage their risks, maintain the ability to compete effectively with other providers of financial services, meet the needs of their members for credit and financial services, comply with laws and regulations, and provide fair treatment of their members.

GENERAL JOB DESCRIPTION

Serve 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. Coordinate 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.

SUPERVISION RECEIVED

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.

¹ Salary is contingent upon experience of selected candidate

DESCRIPTION OF LEVELS

EXECUTIVE ASSISTANT II: Performs highly complex (senior-level) professional assistance work for an executive or multiple executives. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment; may occasionally receive instruction or assistance as new, unusual, or unique situations arise and/or assist others in performing work of greater complexity. Employees at this level may advise and assist an executive on high-level administrative matters and operations.

EXECUTIVE ASSISTANT III: Performs advanced (senior-level) professional assistance work for an executive or multiple executives. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

ESSENTIAL JOB FUNCTIONS

- 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 includes 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.
- 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. Prepare 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.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge:

- Knowledge of office management, practices, and procedures. Some knowledge of applicable rules and regulations, as well as familiarity with legislative practices is preferred.

Skills:

- Sound verbal and written communications skills as well as outstanding human relations and organizational skills.
- 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.

Abilities:

- Ability to manage multiple projects and deadlines, utilizing good judgement and initiative concerning priorities, methods, and agency procedures, to accomplish duties
- Ability to establish and maintain effective working relationships with supervisors and co-workers, deal with the public, and communicate effectively.
- Ability to maintain schedules and coordinate paper flow of Commissioner and/or Deputy Commissioner.
- Ability to oversee and supervise the work of others.

ACADEMIC REQUIREMENTS

- 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.

REQUIRED QUALIFICATIONS

- At least eight years of progressive responsible experience in office practices and administrative procedures

SPECIAL REQUIREMENTS

- **Application Submission Requirements:**
 - Applicants must submit a signed and completed State of Texas Employment Application to be considered. Resumes may accompany an application but will not substitute for the State of Texas application.
 - Cover letter summarizing qualifications (optional)
 - An official copy of college transcript(s)
- **Background Checks:** Final applicants may undergo employment credit checks, driving record reviews, and criminal background screenings.
- **Employment Eligibility Verification:** Selected candidates will be subject to an E-Verify employment eligibility check.
- **Skills Assessment:** To verify qualifications, a skills assessment may be conducted to be considered for an interview. Candidates will be notified regarding details of the assessment procedures.

MILITARY OCCUPATIONAL SPECIALTY CODES

Veterans: The following resources provide valuable information and additional job opportunities:

- **Military to Civilian Occupation Translator:**
<http://www.careerinfonet.org/moc/>
- **Texas Veterans Commission Employment Assistance:**
<https://www.tvc.texas.gov/employment/veterans/>

The State Auditor's Office has published updated state job descriptions and the Military Crosswalk, which are available on their website:

<http://www.hr.sao.texas.gov/CompensationSystem/JobDescriptions> . Additionally, the related Conversion Manual can also be accessed on their website at:
<http://www.hr.sao.texas.gov/CompensationSystem/ConversionManual> .

ADA ACCOMMODATIONS

In compliance with the Americans with Disabilities Act ([ADA](#)), CUD will provide reasonable accommodation during the hiring process for individuals with a qualifying disability. If reasonable accommodation is needed to participate in the interview process, please notify the person who contacts you to schedule the interview. If you need assistance completing the on-line application, contact the Staff Services Officer, Biancaja Sugars, at 512-837-9236 or via email at CUD_HR@tud.texas.gov.

PRE-EMPLOYMENT CHECKS AND WORK ELIGIBILITY

- **Citizenship:** Consistent with the Immigration Reform and Control of 1986 and other applicable laws, all offers of employment are contingent upon the candidate having legal authorization to work in the United States.
- **Driver's License:** Final applicants must possess or obtain within 90 days 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.
- **Selective Service:** All males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement.
- **Records Check:** Final applicants will be subject to an employment credit check, driving record check, and criminal background check. This position requires that the incumbent demonstrate strong personal financial responsibility and integrity.
- **Non-Smoking Agency:** The Department is a non-smoking Agency. Smoking is not permitted in agency offices.
- **Benefits:** CUD offers insurance coverage and other benefits available through the [State of Texas Group Benefits Plan](#) administered by the Employee Retirement System of Texas (ERS).

SUBMIT APPLICATIONS TO

Please direct applications to **Biancaja E. Sugars**, Staff Services Officer, Credit Union Department, via email at [CUD_HR@cud.texas.gov](mailto:CUD_HR@ cud.texas.gov), mail to 914 East Anderson Lane, Austin, TX 78752-1699, or fax to (512) 832-0278. All applications must be received by 5:00 p.m. on the closing date. [State applications](#) can be obtained from the [Credit Union Department](#) website.

A successful submission includes:

- [State of Texas Application](#)
- Resume
- Coversheet (optional)
- Copy of Official Transcript(s)
- Copy of Certifications

The Credit Union Department is an Equal Employment Opportunity Employer and strictly prohibits discrimination based on race, color, religion, sex, national origin, veteran status, age, or disability in employment or the delivery of services. Individuals with disabilities who require reasonable accommodation will not be excluded from consideration based on their disability. Applicants in need of reasonable accommodation during the application process should contact the Staff Services Officer at (512) 837-9236.

Nearest Major Market: Austin