

May 13, 2013

TEXAS STATE SOIL AND WATER CONSERVATION BOARD

JOB POSTING

Position Title: Administrative Assistant II

State Position Classification: Class. No. 0152/A11

Starting Annual Salary: \$25,132.00

Required Travel: As needed

Location: San Angelo, Texas, Regional Office

GENERAL DESCRIPTION

Performs routine administrative support or technical program assistance work. Work involves disseminating information, maintaining filing systems, and receiving calls and guests. Maintains a professional and courteous demeanor in contacts with the public and other agency personnel. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Receives guests and calls, directing them to appropriate staff members.

Responsible for incoming and outgoing mail deliveries and postage equipment. Maintains log of postal expenditures.

Responsible for inventorying and ordering office supplies and equipment as needed.

Reviews water quality management plans to ensure basic components are included and in proper format prior to certification.

Maintains computer files to track all water quality management plans submitted for certification and update status of each plan.

Reviews documents for obligation and payment of cost-share funds. Maintains filing system to track cost-share requests and funds paid to participants.

Prepares and disseminates information of public interest concerning various agency programs and services. Prepares special correspondence, reports, studies, forms, and documents.

Develops, coordinates, and maintains record keeping and filing system.

Responds to routine inquiries and interprets agency rules, regulations, policies, and procedures.

Assists in the development of policies and procedures.

Assists in planning and coordinating special meetings and conferences.

May develop special administrative analyses and summaries of staff reports and recommendations for review by the Regional Manager and other staff.

May assist in researching, composing, designing, or editing agency publications such as brochures, forms, manuals, charts, and newsletters.

May serve as additional duty safety officer.

May train others.

Performs other duties as assigned.

GENERAL QUALIFICATION REQUIREMENTS

EXPERIENCE AND EDUCATION

Experience in office practices and administrative support work. Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of office practices and administrative procedures.

Skill in the use of Microsoft Word, Excel, Access, and PowerPoint. Skill in use of copiers, fax machines, printers, calculators, adding machines, and postage equipment also required.

High quality verbal and written skills are required.

Ability to implement administrative procedures; to interpret rules, regulations, policies, and procedures; and to train others.

Must be able to safely accomplish light lifting (under 15 lbs) and participate in light physical activity.

Complete a State of Texas application. Mail an original application to the address below. Resumes will not be accepted in lieu of the application.

For additional information, visit our website at www.tsswcb.texas.gov or contact:

Human Resource Department
State Soil and Water Conservation Board
P.O. Box 658
Temple, TX 76503

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