

August 28, 2014

**TEXAS STATE SOIL AND WATER CONSERVATION BOARD**

**JOB POSTING**

**Position Title: Administrative Assistant II**

**State Position Classification: Class. No. 0152/A11**

**Starting Annual Salary Range: \$26,332.00**

**Required Travel: As needed**

**Location: Temple, Texas**

**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.

Review Watershed Rehabilitation Agreements to assist Financial and Program Staff in meeting reporting requirements. Ensure all correspondence and reports related to Watershed Rehabilitation Agreements are documented and filed appropriately.

Maintains computer and hard copy files to track deposit and payments for Watershed Rehabilitation Agreements.

Responsible for the filing of agency payment vouchers.

Assists with processing of agency travel claims.

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

Assists in the development of policies and procedures.

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 and experience in the use of electronic data and word processing equipment and software including Microsoft Word, Excel, Access, and PowerPoint is required. 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 moderate lifting (under 50 lbs) and moderate physical activity related to filing paperwork in lateral file cabinets and transporting archived file boxes to and from storage.

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](http://www.tsswcb.texas.gov) or contact:

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

*The Texas State Soil and Water Conservation Board is an equal opportunity employer, and does not discriminate against job applicants or employees on the basis of race, color, national origin, sex, religion, age, disability, or veteran's status.*

#### **\*\*\*\*Important Notice\*\*\*\***

**This position exists due to Federal Grant funds available to the Texas State Soil and Water Conservation Board under the provisions of General Appropriation Act, Article IX, Section 6.10 (h) (A and B). Funding is received on an annual basis at the beginning of each federal fiscal year, which begins on October 1. Applicants should realize that, if selected, their employment may terminate with the cancellation of federal grant funds. All other employment policies and procedures are the same as those that apply to all Texas State Soil and Water Conservation Board employees.**