

11/192021

TEXAS STATE SOIL AND WATER CONSERVATION BOARD

JOB POSTING

Position Title: Administrative Assistant II

State Position Classification: Class. No. 0152/A11

Starting Annual Salary \$26,332.00

Required Travel: Statewide as needed

Location: Wharton, Texas

This position reports to: Regional Manager

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 submission for 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.

Ability to transfer incoming calls to appropriate personnel, to greet and direct visitors, and to communicate effectively.

Proficient in data base entry and the use of the following: 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.

Knowledge of administrative, clerical, and data entry procedures and systems.

Skill in customer service.

Ability to be punctual.

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. Must be able to safely and legally operate a motor vehicle. Daily mail pick up and drop off requirement. Must have a vehicle to travel. Ability to work irregular hours.

APPLICATION PROCESS

A completed, signed State of Texas application for Employment is required for this position. Mail an original application to the address below. Resumes may be submitted but will not be accepted in lieu of the application. A State of Texas application for Employment may also be completed on the Workintexas website at <http://www.workintexas.com>

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

Human Resource Department
Texas State Soil and Water Conservation Board
1497 Country View Lane
Temple, TX 76504-8806

Veteran's Preference

Veterans or members of the Reserve or National Guard with an MOS or additional duties that fall in the fields of 42A, 641X, YN, 0111, 3A1X1, 01,3A or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications. Additional Military Crosswalk information can be accessed at:

http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.pdf

Selection Information

At the time of hire, selected applicants must show proof of eligibility to work in the U.S. in compliance with the Immigration Reform and Control Act. All males who are age 18 through 25 and are required to register with the Selective Service may be asked to present proof of registration or exemption from registration upon hire.

TSSWCB participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

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. In compliance with the Americans with Disabilities Act (ADA), if you require reasonable accommodation in the interview and selection process, please call the agency's ADA Coordinator at (254)773-2250x227.