

# TEXAS ETHICS COMMISSION INTERNSHIP VACANCY NOTICE



Opening Date: **May 01, 2019**

Closing Date: **June 01, 2019**

Job Posting Number: **19-11**

Work In Texas Posting Number: **6729257**

Number of Vacancies: **2/ Part-time**

FLSA Status: **Exempt**

State Job Title: **Administrative Assistant I- Intern**

State Classification and Salary Group: **0150/A09**

Agency Job Title: **Disclosure Filings Intern**

Travel Required: **No**

Salary Range: **\$1,221.67 Monthly**

Division: **Disclosure Filings**

Work Location: **Sam Houston Building, 10th Floor, 201 E. 14th St. Austin, TX 78701**

**How to Apply:** Submit a completed State of Texas Employment Application, resume and two letters of recommendation, a current transcript, and the Texas Ethics Commission internship application form.

**Email:** [Cristina.Hernandez@ethics.state.tx.us](mailto:Cristina.Hernandez@ethics.state.tx.us) or **hand deliver** to the above address.

## **REMARKS (application procedure and special requirements):**

- A State of Texas employment application must be completed.
- A Texas Ethics Commission internship application must be completed.
- The employment and internship applications may be obtained from the Texas Ethics Commission Website at <https://www.ethics.state.tx.us/tec/jobs.htm> or you may contact Human Resources at (512) 463-5784.
- Any requests for reasonable accommodations needed during the application process should be communicated by the applicant to Human Resources.
- The Texas Ethics Commission is in a smoke-free building.

DUE TO THE HIGH VOLUME OF APPLICATIONS WE DO NOT ACCEPT TELEPHONE CALLS. ONLY CANDIDATES SELECTED FOR INTERVIEW WILL BE CONTACTED.

**THE TEXAS ETHICS COMMISSION DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES.**

## **JOB DESCRIPTION:**

Performs administrative support and technical program assistance work for the Texas Ethics Commission. Work involves distributing information, data entry into the agency's filing system database, and performing internal administrative support work. Works under general supervision and handles administrative aspects of the Disclosure Filings Division of the Texas Ethics Commission.

## **SPECIFIC JOB FUNCTIONS:**

- Log filer information, paper reports, and documents into agency's filing system database.
- Prepare reports and analyze data to determine missing or late filings.
- Prepare, edit, and distribute correspondence, reports, forms, late letters, and documents.
- Maintain accuracy of filer information in the agency's filing system database, record keeping, and record management systems.
- Provide assistance answering and routing telephone calls, taking messages, and greeting and directing visitors to the appropriate staff.
- Issue electronic filing passwords to agency filers.
- Perform related work as assigned.

## **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:**

### **Minimum Qualifications:**

- Current enrollment in an accredited junior college or four-year university with an Associate's or Bachelor's degree in Public Administration or closely related field (degree may be in progress).

### **Preferred Qualifications:**

- One semester of a course work related to Analytical Techniques or related subject.

### **Knowledge, Skills, and Abilities:**

- Knowledge of office practices and administrative procedures.
- Skill in the use of standard office equipment and software such as Excel and Word.
- Technical writing skills.
- Excellent interpersonal communication skills.
- Ability to multi-task and work under pressure.
- Ability to establish and maintain harmonious working relationships with co-workers, agency staff, and external contacts.
- Work effectively in a professional team environment.
- Must be able to responsibly handle sensitive and confidential information and situations.

## **PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:**

Work is performed in a standard office environment and requires:

- Ability to remain in a seated position for long periods of time.
- Ability to lift up to 35 lbs.
- Normal cognitive abilities including the ability to learn, recall, and apply certain practices and policies.
- Marginal or corrected visual and auditory requirements.
- Constant use of personal computers, copiers, printers, and telephones.
- The ability to move about the office to access file cabinets and office machinery.
- The ability to work under deadlines, as a team member, and in direct contact with others.

## **WORK EXPECTATIONS:**

Must be able to:

- Regularly, reliably, and punctually attend work.
- Work extended hours as necessary.
- Show flexibility and adaptability toward changes in assignments and work schedules.
- Adhere to the agency's internal management policies and procedures.
- Exhibit work behaviors consistent with agency core values.

## **RELATED MILITARY OCCUPATIONAL SPECIALTY CODES:**

Veterans, Reservists, or Guardsmen with a MOS or additional duties that fall in the fields of 43-6014.00 Secretaries and Administrative Assistants, Except Legal, Medical and Executive, 92A, PS, 641X, 0111 and 3A1X1 or other related fields pertaining to the minimum experience requirement may meet the minimum qualifications for this position and are encouraged to apply.

Additional Military Crosswalk information can be accessed at

[http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC\\_AdministrativeSupport.pdf](http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.pdf)

## **E-VERIFY:**

This employer 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.