

TEXAS ETHICS COMMISSION JOB VACANCY NOTICE



Opening Date: August 23, 2019

Closing Date: Until Filled

Job Posting Number: 19-16

Work In Texas Posting Number: 13779633

Number of Vacancies: **1**

FLSA Status: **Exempt** Non-Exempt

State Job Title: **Administrative Assistant II- COH**

State Classification and Salary Group: **0152/A11**

Travel Required: Yes No

Type of Job: **Full Time** Part Time Temporary

Salary Range: **\$38,000** Annual

Division: **Disclosure Filings**

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

How to Apply: **REFER TO: Human Resources**

TELEPHONE: (512) 463-5784

E-Mail: cristina.hernandez@ethics.state.tx.us

TDD (800) 735-2989 (Relay Texas)

REMARKS (application procedure, special requirements):

- A State of Texas employment application must be completed.
- Copy of a completed typing test must be submitted with State of Texas application.
- Employment applications may be obtained from the Texas Ethics Commission website at <https://www.ethics.state.tx.us/about/> or you may contact Human Resources at (512) 463-5784.
- Applications must be Hand-Delivered, Mailed or e-Mailed, directly to the Texas Ethics Commission. Faxed applications will NOT be accepted. No resumes, without a completed State of Texas Employment application, will be considered.
- Any requests for reasonable accommodation 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 complex (journey-level) administrative support and technical program assistance work for the Texas Ethics Commission. This position handles all administrative aspects of managing Candidate and Officeholder filers and reports as well as serving as back-up to other Disclosure Filings administrative areas. Work involves disseminating information, maintaining filing systems, and performing internal administrative support work. May train others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

SPECIFIC JOB FUNCTIONS:

- Responsible for logging and data entry of reports and documents into agency database system.
- Responsible for scanning reports and documents to create the PDF files used in viewing through the agency database system.
- Responsible for fulfilling copy orders and assisting in open records requests.
- Prepares reports and analyzes data to determine missing or late filings.
- Prepares, edits, and distributes correspondence, reports, forms, late letters and documents.
- Maintains filing, record-keeping, and records management systems.
- Responds to inquiries and interprets rules, regulations, policies, and procedures.
- Assists in the development of administrative or technical assistance policies and procedures.
- May provide assistance answering and routing phone calls, taking messages, and greeting and directing visitors to the appropriate staff.
- Handles the cash drawer including the processing of incoming payments and prepares receipts in the agency's Cash Receipts System.
- May train others.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Minimum Qualifications:

- Experience in administrative support work.
- High school education or equivalent is required.

Preferred Qualifications:

- Typing skills of 45 - 50 words per minute.
- Education may be substituted for experience in administrative support work.

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.
- Ability to implement administrative procedures; to interpret rules, regulations, policies, and procedures; to communicate effectively, and to train others.
- Excellent 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.

REGISTRATION, CERTIFICATION, OR LICENSURE

- Not Applicable

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.
- Confidentiality - must be able to responsibly handle sensitive and confidential information and situations.

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; and
- 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

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.