

TEXAS ETHICS COMMISSION JOB VACANCY NOTICE



Opening Date: July 20, 2021

Closing Date: Until Filled

Job Posting Number: 21-03

Work In Texas Posting Number 14690704

Number of Vacancies: 1

FLSA Status: Exempt Non-Exempt

State Job Title: **Administrative Assistant II**

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

Travel Required: Yes No

Type of Job: Full Time Part Time Temporary

Salary Range: **\$32,517** Annual

Division: **Central Administration**

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: hr@ethics.state.tx.us TDD (800) 735-2989 (Relay Texas)

REMARKS (application procedure, special requirements):

- A State of Texas employment application must be completed.
- 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 routine (journey-level) receptionist work, including operating a telephone switchboard or console. Work involves placing, answering, and transferring calls; receiving visitors; and providing general information. Work involves disseminating information such as referring callers to our website, processing incoming and outgoing mail, maintaining filing systems, submitting performance measures for number of inquiries 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:

- Places, answers, and transfers calls and maintains phone logs.
- Takes messages and schedules appointments.
- Greets callers and visitors, answers general questions, and directs customers to appropriate staff.
- Provides forms and general information to visitors and forwards completed forms to appropriate staff.
- Refers callers or visitors to services or resources at other agencies or organizations.
- May perform clerical or data entry duties.
- Prepares, edits, and distributes incoming and outgoing mail correspondence.
- Prepares monthly and annual call log performance measures.
- Maintains good house-keeping appearance of front desk area.
- Updates daily Attendance calendar via Outlook and submits emails to Risk Mgmt Team.
- Create and Maintain Handbook/Policy Procedure Manual.
- Maintains filing, record-keeping, and records management systems related to job duties.
- Responds to inquiries and interprets rules, regulations, policies, and procedures.
- Assists in the development of administrative or technical assistance policies and procedures.
- May train others.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Minimum Qualifications:

- Experience in administrative support work.

- Experience in operating a switchboard.
- High school education or equivalent is required.

Preferred Qualifications:

- Some College education equivalent to an Associates degree is preferred.
- 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 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.