

Listing Number: 476-16-03
Salary: \$ 2,194/mo - \$2,820/mo

Opening Date: 09/09/15
Closing Date: Until Filled
(Agency Use): _____

STATE AGENCY
JOB VACANCY NOTICE

POSITION TITLE: Administrative Assistant II CLASSIFICATION #: 0152 Salary Group: A11
AGENCY: Texas Racing Commission ADDRESS: 8505 Cross Park Drive #110, Austin, TX 78754

WORK LOCATION ADDRESS: 8505 Cross Park Drive #110 110, Austin, TX 78754

REFER TO: Mary Welch TELEPHONE: 512 833-6699

NUMBER OF OPENINGS: 1 DURATION: Regular X Seasonal/Summer Job _____
Temporary _____ Will terminate on _____

Part Time _____ Hours/Week 40

TYPING: YES X NO _____ W.P.M. 40 SHORTHAND: YES _____ NO X W.P.M. _____

TEXAS DRIVER'S LICENSE: YES X NO _____ Operator X Commercial _____ Chauffeur _____

TRAVEL REQUIRED: YES _____ NO X SHIFTS: 1ST _____ 2ND _____ 3RD _____ ROTATING _____

POSTING APPROVED BY:  DATE: SEP 09 2015
Executive Director

GENERAL DESCRIPTION:

Performs routine clerical work and routine administrative support work for a state agency. Work is performed under supervision with latitude for independent judgment. Hours are 8:00 a.m. to 5:00 p.m. Must be able to consistently arrive promptly and open office for business.

Examples of Work Performed

- ◆ Answers phone calls, routes incoming calls, takes messages, greets visitors, and directs them to the appropriate staff.
- ◆ Gives routine information to the public by phone, by mail, or in person.
- ◆ Processes incoming mail and maintains the agency mail log.
- ◆ Receives, reviews, and processes license applications, requesting additional information when necessary.
- ◆ Balances revenue collected with database report.
- ◆ Performs variety of administrative work for senior staff, including routine correspondence, preparation and compilation of racetrack reports, records management, shredding documents and filing.
- ◆ Posts final rulings to Racing Commissioners International (RCI) website.
- ◆ Accesses DPS website to enter fingerprint and criminal history results into agency database.
- ◆ Performs related work as assigned.

Experience and Education:

Graduation from a standard senior high school or equivalent.

Two years experience in clerical or administrative support work. Experience with office equipment, including computer terminal. Prior receptionist experience preferred

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of office practices and administrative procedures to include data entry into Oracle database.

Good interpersonal and communication skills. Skill in the use of word processing equipment and software.

Skill in operating agency telephone system and in using business telephone etiquette. Ability to transfer incoming calls to appropriate personnel and to professionally greet and direct visitors.

Ability to implement administrative procedures; to interpret rules, regulations, policies, and procedures.

DISCLOSURE:

All Commission employees must undergo a criminal history background check. The Texas Racing Act contains additional provisions that set out causes for rejection of employment. (Will be provided upon request.)

HOW TO APPLY:

Submit a State of Texas Application for Employment referencing the above position number and title to: Texas Racing Commission, Attention: Mary Welch PO Box 12080, Austin, TX 78711-2080. You may request an application from the Commission office at 8505 Cross Park Drive, Suite 110, Austin, TX 78754, phone (512) 833-6699, fax (512) 833-6907 or visit our web site at <http://www.txrc.texas.gov>. Resumes may be submitted in addition to, but not in lieu of, the employment application.

TEXAS WORKFORCE COMMISSION

Date posted on site: _____

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