

Listing Number: 476-14-04  
Salary: \$ 28,839 - \$36,605

Opening Date: 06/23/14  
Closing Date: Until Filled  
(Agency Use): \_\_\_\_\_

STATE AGENCY  
JOB VACANCY NOTICE

POSITION TITLE: Administrative Assistant III CLASSIFICATION #: 0154 Salary Group: A13  
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 \_ By Appointment: Yes X No \_ TELEPHONE: 512 833-6699

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

MERIT SYSTEM: YES X NO \_\_\_\_\_ 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 X NO \_\_\_\_\_ SHIFTS: 1<sup>ST</sup> \_\_\_\_\_ 2<sup>ND</sup> \_\_\_\_\_ 3<sup>RD</sup> \_\_\_\_\_ ROTATING \_\_\_\_\_

POSTING APPROVED BY:  DATE: 6/23/14  
Executive Director

GENERAL DESCRIPTION:

Performs moderately complex, senior level administrative support. Performs a variety of administrative duties including maintaining filing systems, compiling, tracking, and disseminating information and general administrative support work. Works under direction of Deputy Director with considerable latitude for initiative and independent judgment.

Examples of Work Performed

- ◆ Prepares, edits, and disseminates information concerning agency programs and services.
- ◆ Assist senior level management with preparing and proofreading correspondence, documents, and forms.
- ◆ Participates in the planning and execution of the racing, veterinary, licensing, and investigations regulatory programs.
- ◆ Analyzes and performs data entry into agency database and updates and maintains various spreadsheets and statistical reports.
- ◆ Coordinates travel arrangements for senior level management and field personnel. May assist with planning of meetings, conferences, and seminars.
- ◆ Prepare travel vouchers as needed.
- ◆ Responds to inquiries regarding rules, regulations, policies, and procedures.
- ◆ Assists with agency receptionist duties when necessary, to include answering phone, routing calls greeting visitors, logging mail and correspondence.
- ◆ Other duties as assigned.

TEXAS WORKFORCE COMMISSION

Date posted on site: \_\_\_\_\_

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Experience and Education:

Graduation from a standard senior high school or equivalent. Five years full-time performing moderately complex general office, clerical, or administrative support.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of administrative practices and procedures.  
Knowledge of Records Management.  
Skill in Microsoft Office Word, Excel, Outlook & PowerPoint.  
Skill in effective oral and written communication.  
Skill in proofreading and editing.  
Skill in performing detail-oriented tasks.  
Ability to provide excellent customer service.  
Ability to work 8:00am – 5:00pm Monday through Friday.  
Some knowledge of pari-mutuel industry is preferred, but not required for this position.

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.