

Listing Number: 476-15-02  
Salary: \$17.95/hr – \$22.95/hr

Opening Date: 02-02-15  
Closing Date: Until Filled  
(Agency Use): \_\_\_\_\_

STATE AGENCY  
JOB VACANCY NOTICE

POSITION TITLE: Administrative Assistant IV CLASSIFICATION #: 0156 Salary Group: A15

AGENCY: Texas Racing Commission ADDRESS: 8505 Cross Park Drive #110, Austin, TX 78754

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

REFER TO: Mary Welch TELEPHONE: 512 833-6699

NUMBER OF OPENINGS: 1 DURATION: Regular  Seasonal/Summer Job \_\_\_\_\_  
Temporary \_\_\_\_\_ Will terminate on \_\_\_\_\_  
Part Time  Hours/Week 20

TYPING: YES  NO \_\_\_\_\_ W.P.M. 45 SHORTHAND: YES \_\_\_\_\_ NO  W.P.M. \_\_\_\_\_

TEXAS DRIVER'S LICENSE: YES  NO \_\_\_\_\_ Operator  Commercial \_\_\_\_\_ Chauffeur \_\_\_\_\_

TRAVEL REQUIRED: YES \_\_\_\_\_ NO  SHIFTS: 1<sup>ST</sup> \_\_\_\_\_ 2<sup>ND</sup> \_\_\_\_\_ 3<sup>RD</sup> \_\_\_\_\_ ROTATING \_\_\_\_\_

POSTING APPROVED BY:



Executive Director

DATE: Jan 30, 2015

GENERAL DESCRIPTION:

Performs advanced senior-level administrative support or technical program assistance work. Work involves coordinating the dissemination of information, developing and maintaining filing systems, and coordinating internal administrative support work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED:

- ◆ Interprets and disseminates information concerning agency programs and procedures.
- ◆ Coordinates the preparation, editing, and distribution of correspondence, reports, studies, forms, and documents.
- ◆ Assists in the development of administrative and technical policies and procedures.
- ◆ Assists in responding to inquiries regarding administrative policies and procedures and requests under the Texas Public Information Act.
- ◆ Compiles and edits data for charts, graphs, and databases, and prepares summaries or reports.
- ◆ Assists in coordinating and maintaining record keeping and filing systems.
- ◆ May research, compose, design, edit, and update agency publications such as brochures, forms, and manuals.
- ◆ May assist in the preparation of materials for Commission meetings.
- ◆ Performs other related duties as assigned.

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.  
Knowledge of the Texas Public Information Act.  
Proficient in the use of Microsoft Office suite of software.  
Proficient in editing reports, documents, manuals, and correspondence.  
Skill in effective oral and written communication.  
Skill in performing detail-oriented tasks.  
Ability to meet DPS driver eligibility requirements.  
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.