

Listing Number: 476-15-03
Salary: \$2,453 - \$3,112

Opening Date: 02/05/2015
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: 1000 Lone Star Park, Grand Prairie TX 75050

REFER TO: Cathy Cantrell By Appointment: Yes No TELEPHONE: 512833-6699

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

MERIT SYSTEM: YES NO Part Time Hours/Week 40

TYPING: YES NO W.P.M. 40 No more than 3 errors SHORTHAND: YES NO W.P.M. _____

TEXAS DRIVER'S LICENSE: YES NO Operator Commercial Chauffeur

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

POSTING APPROVED BY: [Signature] DATE: 2/4/15

Executive Director

GENERAL DESCRIPTION:

Performs moderately complex technical administrative work in the licensing offices at pari-mutuel racetracks. Reviews license applications. Works under general direction with limited latitude for the use of initiative and independent judgment. Work is subject to close supervision until the procedures are learned. A supervisor will periodically review work in progress and upon completion for conformance to the procedures.
Hours: 40 hours per week. Must be willing to work a six-day work week including Saturday and Sunday during live racing. Job will require in state travel.

Examples of Work Performed

Checks details on required applications and forms for completeness, accuracy and legibility; assists licensees with preparing forms, if necessary.
Fingerprints licensees, if necessary.
Computer data input of information retrieved from application forms.
Assembles and files material by predetermined categories.
Gives routine information to the public by phone, mail or personally.
May type routine correspondence, reports, requisitions and other material.
Prepares daily reports; prepares and balances receipts and deposits to proper account, conforming to procedures established by agency rules and regulations.
Performs related work when assigned.

Experience and Education

Graduation from a standard senior high school or equivalent. Graduation from an accredited four-year college or university with major course in office practices/business. Years of clerical work experience may be substituted for the required education.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of business terminology, spelling, grammar, arithmetic, and office practices and procedures.
Good interpersonal and communication skills. Ability to understand and communicate with persons of various educational and skill levels.
Ability to understand and follow instructions and to adhere to prescribed agency routines.
Ability to gain thorough knowledge of agency services, and rules and regulations involved in providing these services.

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: Cathy Cantrell P. O. 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.state.txrc.gov>. Resumes may be submitted in addition to but not in lieu of the employment application.

TEXAS EMPLOYMENT COMMISSION

E-30A (983) _____
Date Form Completed _____