

Listing Number: 476-15- 14
Salary: \$32,976 - \$36,000

Opening Date: 07/21/2015
Closing Date: Until Filled
(Agency Use): _____

STATE AGENCY
JOB VACANCY NOTICE

POSITION TITLE: Administrative Assistant IV

CLASSIFICATION #: 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

REFER TO: Patricia Nalle By Appointment: Yes X No ___ Telephone: 512 490-4022

NUMBER OF OPENINGS: 1 DURATION: Regular X Seasonal/Summer Job _____

MERIT SYSTEM: YES X NO _____ Temporary _____ Will terminate on _____
Part Time _____ Hours/Week 40

TYPING: YES X NO ___ W.P.M. 50 No more than 3 errors SHORTHAND: YES ___ NO X W.P.M. _____

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

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

POSTING APPROVED BY:

Chuck Trout
Executive Director

DATE: 07/20/2015

GENERAL DESCRIPTION:

Performs advanced, complex, senior level administrative support. Works as administrative assistant to the Director of I.T. Work involves setting up and maintaining physical and electronic file systems, creating and updating database records, disseminating information, and administrative support work. Ability to be flexible, manage multiple projects at once, prioritize workload and meet deadlines is essential. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

Examples of Work Performed

- ◆ Supports department director and personnel by performing a variety of routine as well as technical administrative duties.
- ◆ Develops, coordinates, and maintains record keeping and filing system, both paper and electronic.
- ◆ Coordinates meetings, conferences, and maintains department calendar.
- ◆ Coordinates general office duties such as ordering supplies, sorting and distributing mail, performing basic bookkeeping, and assisting with general human resources work such as tracking and proofing job logs and timesheets.
- ◆ Assists in researching moderately technical issues.
- ◆ Interprets and disseminates information concerning agency programs and procedures.
- ◆ Makes travel and accommodation arrangements for department personnel. Prepare travel vouchers.
- ◆ Assists with and maintains physical inventory of agency hardware/software in agency database.
- ◆ Documents surplus equipment lists and coordinates with accounting personnel for equipment disposal.

- ◆ Prepares, edits, and distributes correspondence, reports, studies, forms, and documents.
- ◆ May coordinate work between organizational units of the agency.
- ◆ Develops and makes presentations and briefings for training sessions and help desk functions.
- ◆ Monitors and documents various IT related activities such as portal transactions, downtime windows, etc.
- ◆ Assists in compiling and analyzing data, making calculations, and preparing reports.
- ◆ May be responsible for accessing data from and transferring data to various local, state, or national databases.
- ◆ May test programs and develop training materials.
- ◆ Develops or assists in development of department and end-user documentation, policies, and procedures.
- ◆ Communicates routine IT instructions to staff.
- ◆ Assists in the development and maintenance of budget files and supporting documents.
- ◆ Reconcile and verify portal transactions.
- ◆ May train others.
- ◆ May be responsible for providing information to the public and the racing industry.
- ◆ Responsible for processing or monitoring and documenting open record requests.
- ◆ Assist in routine updates to agency website or department website.
- ◆ Assists department staff with purchases and equipment pricing; track quotes, purchases, supplies, and receivables.
- ◆ Performs related work as assigned.

Experience and Education

Experience in administrative support work. Graduation from an accredited four-year college or university with major course work in a field related to the job duties is generally preferred. Education and experience may be substituted for one another. Four (4) years of progressively responsible general office work or administrative support required. Superior MS Office skills with proficiency in the use of Visio, Dreamweaver, InDesign, Powerpoint, Visio, PCs and peripherals.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of office and administrative practices and procedures, records management, and document management procedures.

Highly skilled in standard office and PC equipment and software.

Ability to implement administrative procedures and evaluate their effectiveness.

Advanced oral, written and verbal communication skills.

Ability to be flexible, prioritize workloads, and manage multiple tasks and meet deadlines.

Must be very detail oriented and input data with high level of accuracy.

Advanced user experience with PCs. Advanced skills with MS Office 2010/2013, Powerpoint, and Visio.

TEXAS WORKFORCE COMMISSION

Date posted on site: _____

Moderate ability with Adobe Dreamweaver and InDesign. Experience with organizational and administrative software packages.

Ability to establish and maintain effective working relationships with staff, industry personnel, other State agencies, and vendor contacts.

Strong documentation and editing skills.

Familiarity with Internet and ability to do web research.

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 by the posting date above to: Texas Racing Commission, Attention: Patricia Nalle 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.tx.us>. You may email your application and resume to jobs@txrc.state.tx.us. Resumes may be submitted in addition to but not in lieu of the employment application.