Listing Number: 476-16-04
Salary: $ 32,976- $41,876

Opening Date: 10/15/2015
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 By Appointment: Yes X No __ TELEPHONE: 512 833-6699

NUMBER OF OPENINGS: 1 DURATION: Regular X Temporary _____ Part Time _____ Seasonal/Summer Job _____ Will terminate on _____ Hours/Week 40

TYPING: YES X NO _____ W.P.M. 45 SHORTHAND: YES ___ NO X W.P.M. _____

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

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

POSTING APPROVED BY: _____ Executive Director DATE: OCT 15 2015

General Description:

Performs advanced (senior-level) administrative support. Performs a variety of administrative duties including creating and updating reports, proofreading documents and correspondence, maintaining document management and filing systems, compiling, tracking, and disseminating information, and general administrative support work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

Examples of Work Performed

- 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 prepares travel vouchers as needed. May assist with the planning of meetings, conferences, and seminars.
- Maintains the agency's Document Management system for forms and procedures.
- Responds to inquiries regarding rules, regulations, policies, and procedures.
- Prepares, edits, and disseminates information concerning agency programs and services.
- May be responsible for providing information to the public and the racing industry.
- May assist with the occupational licensing process when necessary.
- Other duties as assigned.

Experience and Education:

Graduation from a standard senior high school or equivalent. Four years of progressively responsible general office work or administrative support required. Superior MS Office skills.

Knowledge, Skills and Abilities:

Proficient in the use of Microsoft Office Word, Excel, Outlook & PowerPoint.
Knowledge of administrative practices and procedures.
Knowledge of Document Management processes.
Knowledge of Records Management.
Skill in effective oral and written communication.
Skill in proofreading/editing.
Skill in performing detail-oriented tasks.
Ability to provide excellent customer service.
Ability to work 8:00 a.m. – 5:00 p.m. 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 website 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:_____