

Listing Number: 476-20-07
Salary: \$32,976 - \$48,400

Opening Date: 08/09/2020
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: Jean Cook

By Appointment: Yes X No ___

Telephone: 512-833-6699

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

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: 08/06/2020

GENERAL DESCRIPTION:

Performs advanced, complex, senior level administrative support. Works as administrative assistant to the Director of I.T. and executive staff. 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.
- ◆ Maintains spreadsheets and supporting documents to track purchases and expenses for I.T. budget.
- ◆ Coordinates meetings, conferences, and maintains department calendar.
- ◆ Develops and/or maintains suspense file system for projects and deadline-oriented tasks.
- ◆ Performs general office duties such as answering phones, ordering supplies, and distributing mail.
- ◆ Assists in researching moderately technical issues.
- ◆ Interprets and disseminates information concerning agency programs and procedures.
- ◆ Makes travel and accommodation arrangements for department personnel. Prepares travel vouchers and tracks travel budget.

- ◆ 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 agency departments.
- ◆ Develops and makes presentations and briefings for training sessions and help desk functions.
- ◆ Monitors and documents various IT related activities such as portal transactions, open record requests, help desk requests, 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.
- ◆ May train others.
- ◆ May be responsible for providing information to the public and the racing industry.
- ◆ Responsible for tracking and documenting open record requests.
- ◆ Assist in routine updates to agency websites.
- ◆ Assist purchasing staff by submitting requisitions and tracking quotes, purchases, supplies, and reconciling receivables.
- ◆ May assist in document and file management.
- ◆ 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 PCs, peripherals, Visio, Dreamweaver, and PowerPoint.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of office and administrative practices and procedures, records management, and document management procedures.
Highly skilled in standard office equipment (scanners and copiers) and PC equipment, peripherals, and word processing and spreadsheet software (Word/Excel/PowerPoint).
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 Windows 7/10, MS Office, O365 PowerPoint, and Visio.
Moderate ability with Adobe Dreamweaver.
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.

MILITARY OCCUPATIONAL CODES:

The Military Occupational Specialty (MOS) codes applicable to this position are: 42A, 0111, 3A1X1, and 3A which can be accessed at:

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.pdf

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 closing date above. Applications are available and may be submitted on the Texas Workforce website at <https://www.twc.texas.gov> or visit our website at <http://www.txrc.texas.gov>. Mailed applications should be sent to: Texas Racing Commission, Attention: Jean Cook, P. O. Box 12080, Austin, TX 78711-2080. Resumes may be submitted in addition to but not in lieu of the employment application.