



Texas Facilities Commission

Employment Opportunities

JOB Vacancy Notice: FY 23-80		
Business Title: Administrative Assistant	State Classification: Administrative Assistant VI	
Salary Group: A19	Salary: \$3,750.00 - \$5,167.00 (Month) \$45,000.00 - \$62,004.00 (Year)	Hours/Week: 8:00am-5:00pm, Mon.-Fri.
Location: Central Services Building, 1711 San Jacinto Blvd. Austin, Texas 78701		
Posting Date: 06/05/2023	FLSA Status: non-exempt	Hours: 40
Closing Date: Open until filled	Shift Differential: N/A	Openings:
Division: Facilities Design and Construction	Program: FDC A/E Minor Construction	

Note: To apply for a state agency job with TFC, you must complete the electronic State of Texas Uniform Application for Employment through www.WorkInTexas.com.

JOB SUMMARY:

Performs routine (journey-level) staff services work. Work involves performing work in several staff services functions including accounting, budgeting, purchasing, training, payroll, records management, and property management. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS:

- ◆ Perform work in several staff services functions including accounting, budgeting, purchasing, training, payroll, records and property management.
- ◆ Provide technical assistance to division directors, section managers, and staff related to various staff services functions.
- ◆ Prepare, edits, and distributes correspondence, reports, forms, and documents.
- ◆ Order merchandise, supplies, and equipment in accordance with state and agency requirements.
- ◆ Perform record retention work and coordinate with staff on disposal of records according to the agency retention schedule.
- ◆ Analyze internal processes and assist with recommending and implementing procedural or policy changes to improve operations.
- ◆ Maintain office equipment, materials, and supplies.
- ◆ Prepare and track all procurement requests in accordance with all state and agency requirements.
- ◆ Process purchase orders; coordinate and monitor expenditures; and maintain inventory.
- ◆ Manage the Work Order System (CMMS) interface for Minor Construction's daily operations.
- ◆ Create and manage the Minor Construction job folders.
- ◆ Serve as Credit Card Administrator.
- ◆ Perform related work as assigned.

MINIMUM QUALIFICATIONS:

- ◆ A high school diploma and graduation from a junior college, technical college, or completion of coursework from an accredited four-year college with substantial coursework in public or business administration, or a related field is preferred. Experience and education may be substituted for one another.
- ◆ Minimum 5 years' experience in office management, business administration, accounting processes, work order systems, State of Texas procurement or budget preparation work.

KNOWLEDGE, SKILLS & ABILITIES:



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- ◆ Knowledge of agency programs, policies, and procedures; the methods, principles, and practices of the agency; fiscal or budgeting techniques and practices; and office management.
- ◆ Skill in coordinating activities, the use of a computer and applicable software, and critical thinking.
- ◆ Ability to study and evaluate programs and propose recommendations, and to communicate effectively.

PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:

This classification functions in a standard office environment. There are no unusual dangers involved, but the position will have exposure to dust, environmental allergens, pathogens, and other microorganisms consistent with business activities and human contact. The position holder must be able to work effectively with people under varying conditions, must be able to work extended periods at a computer, and must be able to work longer than eight hours in a work-day as necessary. Physical requirements also include the ability to move items up to 30 lbs. and perform tasks requiring fine motor skills and coordination.

Veterans: Use your military skills to qualify for this position and others at TFC. Go to www.texasskillstowork.com to translate your military experience, training, and formal education into civilian job terms, qualifications, and skill sets.

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of 15P Aviation Operations Specialist, AZ Aviation Maintenance Administrationman, 641X LDO-Administration, 360 Yeoman, 018 Personnel Administration (Warrant), 0100 Basic Administrative Marine, 0102 Manpower Officer, 3A1X1 Administration, or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Please call Human Resources at (512) 463-1717 with questions or for additional information.

Additional Military Crosswalk information can be accessed at http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.pdf

Incomplete applications will not be considered.

Conditions of Employment:

Initial screening is based on the Education and Experience minimum qualifications defined in the job posting. Interviewee selection is based on applicant information explaining how they meet each Competency (Knowledge, Skills and Abilities) requirement. Follow application instructions and fill out application form completely for further consideration.

If selected for interview, all veterans must provide a DD214 long form. Official transcripts or other minimum requirement validations will be requested at the time of interview.

As part of its employment process, TFC may procure or have prepared a criminal background check. An applicant with an unsatisfactory criminal background check report is ineligible to be hired for the position for which the report is initiated.

Driver's record check will be conducted by the agency. Satisfactory driving records are required for driving state or personal vehicles and motor driven equipment to conduct agency business. CDL "Drivers" must consent to TFC's Drug and Alcohol Testing Policy against the illegal use of alcohol and drugs.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Texas Facilities Commission
Central Services Building,
1711 San Jacinto, Austin, Texas 78711
Office 512-463-3433



Texas Facilities Commission Employment Opportunities

If hired, employee must provide document(s) within three (3) days of hire date that establish identity and employment eligibility. A complete list of acceptable documents is on file with the local Texas Workforce Commission office.

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Note: Any male between the ages of 18 and 25 must show proof of registration with the Selective Service System before he can be selected for employment with the Texas Facilities Commission.

WIT Job Number: 16020160

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