



# Texas Facilities Commission

## Employment Opportunities

JOB Vacancy Notice: FY 24-87		
Business Title: Property Specialist I	State Classification: Program Specialist I	
Salary Group: B17	Salary: \$3,331.33 (month) \$39,976.00 (year)	Hours/Week: 8:00am-5:00pm, Mon.-Fri.
Location: Central Services Building, 1711 San Jacinto Blvd. Austin, Texas 78701		
Posting Date: 04/12/2024	FLSA Status: Exempt	Hours: 40
Closing Date: Open until filled	Shift Differential: N/A	Openings: 1
Division: Chief Operations	Program: FMO-Warehouse Management	

**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](http://www.WorkInTexas.com).**

### **JOB SUMMARY:**

Performs routine (journey-level) administrative services that involves updating, maintaining, and processing accounting and vendor products and or services. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

### **ESSENTIAL FUNCTIONS:**

- Processes invoices and purchase orders; verifies accuracy and consistency with the terms and conditions of the purchase order; ensures supporting documentation to verify validity of payment.
- Assists with the data entry of acquired, transferred or issued warehouse supplies from the agency's warehouse inventory into the inventory system.
- Assists with the issuing of warehouse supplies per work order received.
- Assists with inventory of all property and items assigned to the warehouse.
- Develops and maintains record keeping system.
- Performs data entry and retrieval.
- May assist with stocking and issuing of materials, equipment, supplies, and tools.
- Maintain filing systems, including recording information, updating paperwork, or maintain documents, records, correspondence, or other material.
- Performs related work as assigned.

### **MINIMUM QUALIFICATIONS:**

- Two (2) years' experience in accounting, bookkeeping, or a related field.
- Education and experience may be substituted for one another on a year-for-year basis.

### **EDUCATION AND EXPERIENCE (PREFERRED):**

- Graduation from a standard senior high school or completion of GED.
- Two (2) years' experience in accounting, bookkeeping, or a related field.
- Education and experience may be substituted for one another on a year-for-year basis.

### **KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge of accounting principles and practices.
- Knowledge of the state billing process, policies, and procedures.
- Skill in maintaining effective working relationships.
- Skill in the use of personal computers and applicable programs, applications, and systems.



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- Skill in the use of standard office equipment.
- Ability to review work for accuracy.
- Ability to perform detailed numerical work and to make arithmetic computations.
- Ability to establish and maintain working relationships with co-workers, agency staff and management to achieve common goals.
- Ability to consistently meet internal and external customer needs and expectations in a professional manner.
- Ability to provide customer service.
- Ability to operate a motor vehicle.
- Ability to handle multiple tasks.
- Ability to implement administrative procedures, and interpret rules, regulations, policies and procedures.
- Ability to pay close attention to detail, ensuring accuracy in work.
- Ability to work under pressure and effectively handle multiple tasks with competing priorities and deadlines.

## **PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:**

This classification functions in a standard warehouse environment. There are no unusual dangers involved, but the position will have exposure to dust, environmental allergens, pathogens, and other microorganisms consistent with warehouse 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 on foot and at computer, and must be able to work longer than eight hours in a workday as necessary. Physical requirements also include the ability to move items up to 30 lbs., bend, squat, climb ladders, and perform other 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](http://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 OS Operations Specialist, 611X LDO Deck, OS Operations Specialist, OSS Operations Systems Specialist (Warrant), 8U000 Unit Deployment Manager, 16GX Airport Operations Staff Officer, 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\\_ProgramManagement.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.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. We are unable to sponsor or take over sponsorship of an employment Visa.

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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: 16538253**

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