

**Texas Physician Health Program  
Internal and External Job Vacancy Notice  
Texas Physician Health Program Department**

**Job Posting: 19-503-PHP-55**  
**Monthly Salary: \$2,450**

**Opening Date: August 22, 2019**  
**Closing Date: September 5, 2019**

**No. of Openings: 1**  
**Type of Employment: Full-Time**

**WIT#:** 13778551  
**Job Title:** Administrative Assistant II  
**Classification Title:** Administrative Assistant II - Email  
**Class No/Sal Grp:** 0152/A11  
**FLSA Status:** Non-exempt  
**Location:** Austin

**Agency:** Texas Medical Board  
333 Guadalupe, Tower 3, Suite 610  
Austin, TX 78768-2018  
[www.tmb.state.tx.us](http://www.tmb.state.tx.us)

**How to Apply:** All applications for employment with the Texas Medical Board must be submitted electronically by 5:00 p.m. central time on the job closing date through [www.WorkInTexas.com](http://www.WorkInTexas.com). The first two business days only Veterans can apply. After the two business days, it is open for all to apply. A public criminal history check will be conducted on the primary candidate recommended for the position. Applicant will be required to furnish birth date for this purpose.

**Military Crosswalk information can be accessed at:** <http://www.hr.sao.state.tx.us/Compensation/JobDescriptions.aspx>

**Agency Information**

We have over 200 employees across the state of Texas. We are a collaborative and team environment work culture that values an environment of trust and accountability as we work towards our Board's mission to protect and enhance the public's health, safety, and welfare by establishing and maintaining standards of excellence used in regulating the practice of medicine and ensuring quality health care for the citizens of Texas through licensure, discipline, and education.

We value employee work-life balance and provide our team incentives that include telework, flexed and compressed work schedules, wellness leave incentive, health and retirement programs, 401K, vacation and sick leave paid, and other various other benefits.

**General Description**

Performs administrative support or technical program assistance work for the Texas Physician Health Program (TXPHP). Work involves coordinating and disseminating information, data entry, developing filing systems, and coordinating internal administrative support work. Processes and answers emails received by the program. Assist with planning and coordination of scheduled meetings. Provides direct telephone support for the program. Works under moderate supervision of the Program Manager with limited latitude for the use of initiative and independent judgment.

**Essential Job Duties**

- 30% Responsible for timely processing and responding to general emails received by the program. Includes handling and maintaining two separate email accounts.
- 25% Provides direct administrative support to the Program Manager and Executive Medical Director including, but not limited to, preparing, editing and distributing correspondence, forms and documents. Performs data entry.
- 15% Assists with the planning and coordination of Governing Board meetings and materials. Coordinates physical setup and breakdown of board meeting room and provides general assistance to appointed members during meetings. Responsible for handling parking assignments for scheduled meetings and disseminating information to appointed members before and during meetings.
- 10% Performs daily data entry for payments made by potential and current participants in Access database.
- 10% Provides daily backup for the administrative assistant responsible for answering the program's main line. Includes routing telephone calls and taking messages. Answers questions regarding the program and assists customers with general questions related to program operations, rules and procedures.

5% Provides backup assistance for distributing mail and faxes received by the program. Prepares and scans document. Assists with the maintenance, processing and organization of scanned documents.

5% Performs other duties as assigned to maintain efficient and effective program operations.

**Knowledge, Skills, and Abilities**

- Knowledge of office practices and administrative procedures
- Experience in providing customer support
- Skill in use of standard office equipment and procedures
- Ability to implement administrative procedures
- Ability to interpret rules, policies and procedures
- Ability to communicate effectively
- Ability to prioritize work and meet deadlines
- Ability to consistently display a professional demeanor

**Minimum Experience and Education**

- Graduation from standard senior high school or equivalent is required.
- Graduation or course work from an accredited college, university or technical school is preferred.
- Experience in office practices, Microsoft Word and administrative support work is preferred.

**Physical Requirements And/Or Working Conditions of Employment**

The principal job functions are performed in a standard office environment and require :

- Regular and punctual attendance
- Frequent use of personal computer, copiers, printers, and telephones
- Frequent sitting
- Frequently working under deadlines, as a team member, and in direct contact with others
- Ability to lift boxes up to 50 pounds
- Compliance with all agency policies and procedures, including but not limited to applicable security and safety rules, regulations and standards
- If hired, must provide document(s) within three days of hire date that establishes identity and employment eligibility