

**TEXAS MEDICAL BOARD
STATE JOB VACANCY NOTICE
Internal and External**

Job Posting: 19-503-45
Monthly Salary: \$2,728.50

Opening Date: July 17, 2019
Closing Date: July 31, 2019

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

WIT# 5453364
Job Title: Administrative Assistant III
Classification Title: Administrative Assistant III
Class No/Sal Grp: 0154/A13
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

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. The first two business days only Veterans can apply. After the two business days, it is open for all to apply. PAPER, FAX OR E-MAIL APPLICATIONS WILL NOT BE ACCEPTED. A public criminal history check will be conducted on the primary candidate recommended for the position. Applicant will be required to furnish birth date and possibly SSN for this purpose. **Applicable Military Occupational Specialty (MOS) codes are included, but not limited to the following: SN, YN, 360, 0100, 0111, 3A1X1, 641X, 3A**
Additional Military Crosswalk information can be accessed at:
http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.pdf

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, holiday pay, and other various benefits.

General Description

Performs routine administrative support work for the Litigation Department. Work involves disseminating information, maintaining filing systems, and performing internal administrative support work. Performs routine filing and routing of litigation documents and reports. Performs routine (journey-level) administrative assistant work to support staff attorneys responsible for enforcement litigation. At the direction of staff attorneys, responsibilities includes: administrative mail outs for informal Board proceedings and legal documents, administrative support for informal Board proceedings; organizing electronic files and legal documents, distributing mail and faxes, filing into the electronic file and updating a SQL database. Works under moderate supervision, with limited minimal latitude for the use of initiative and independent judgment. Reports to the Legal Assistant Supervisor. Must be able to work 8:00 a.m. to 5:00 p.m.

PRINCIPAL JOB FUNCTIONS INCLUDE SUPPORT FOR INFORMAL SETTLEMENT CONFERENCES AND STATE OFFICE OF ADMINISTRATIVE HEARINGS CASES

25% Department Files

- Maintain department physical case files
- Maintain department electronic case files
- Maintains a consistent file structure
- Scanning of legal documents
- Assists with the implementation of tracking systems
- Maintains organization, including filing and removing of documents in the physical and electronic case files

25% Mailing and Court Filing of Litigation Documents

- Burning of CDs for mail outs
- Mails hearing evidence packets
- Mails and faxes general legal correspondence
- Upload legal documents to the State Office of Administrative Hearings (SOAH)

20% Trial Evidence and Deposition Notebooks

- Working from a template, organize and assemble evidence notebooks for informal and SOAH hearings
- Working from a template, organize and assemble deposition notebooks
- The organization of documents includes placing evidence in chronological order and bates numbering

5% Copies and Data Entry

- Copy legal documents as required

Performs data entry as required in case management system

15% Correspondence

Prepares general correspondence for staff attorney review

Departmental Support

10% Other Legal Proceedings and Departmental Support

Assists with hearing processes

Special projects related to departmental needs

Performs related departmental work as assigned

Experience and Education

Graduation from an accredited high school or successful completion of GED certification is required

If in-house candidate must be in good performance standing in the agency and in your department

One year of full-time experience in a responsible position that provided thorough knowledge of administrative support functions and office practices and procedures, or clerical administration and business management practices is required

Work experience in a legal setting is preferred

Knowledge, Skills, and Abilities

Knowledge of office practices and procedures

Skills in operation of word processing and other standard office equipment

Skills in management of filing systems to assure accurate and rapid storage and retrieval of case documents

Skill in establishing and maintaining cooperative working relationships

Ability to implement administrative procedures

Ability to quickly perform data entry and data retrieval tasks with minimal errors

Ability to plan work and meet deadlines

Ability to analyze documents

Ability to prepare reports and documents

Ability to establish goals and meet them

Ability to organize and handle multiple tasks with flexibility

Ability to communicate and interact effectively with members of the public and peers

Ability to consistently display a professional demeanor

Ability to interpret rules, policies, and procedures

Ability to plan, organize, and carry out multiple tasks and meet deadlines

Ability to anticipate and implement opportunities to use work time more efficiently

Ability to perform detailed work in an accurate and efficient manner

Ability to meet deadlines and prioritize tasks

Ability to be flexible and maintain a professional demeanor

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

Must be able to work from 8 :00 a.m. to 5 :00 p.m.

Frequent use of personal computer, copiers, printers, fax machines and telephones

Frequent sitting

Frequently working under deadlines, as a team member, and in direct contact with others

Compliance with all agency policies and procedures, including but not limited to applicable confidentiality, 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

New Hires/Rehires

60-day waiting period for health coverage

Remarks

Resumes will be accepted with completed State of Texas applications. **If you are selected, you will be called for an interview.** Only applicants who are interviewed will receive written notification of application results.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

The Texas Medical Board does not discriminate on the basis of race, color, national origin, sex, age, religion, disability or veteran status.

Employment opportunities shall not be denied a qualified individual with a disability that requires a reasonable accommodation. The applicant should communicate requests for reasonable accommodations by calling (512) 305-7146.

Selective Service Requirement: If selected for employment, male applicants age 18 through 25 must present proof of registration or exemption with the federal Selective Service System.