

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

Job Posting: 18-503-32
Monthly Salary: \$2,350.00

Opening Date: July 3, 2018
Closing Date: July 17, 2018

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

WIT# 7306683
Job Title: Administrative Assistant II
Classification Title: Administrative Assistant II
Class No/Sal Grp: 0152/A11
FLSA Status: Non-Exempt
Location: Austin

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.

Agency: Texas Medical Board
333 Guadalupe, Tower 3, Suite 610
Austin, TX 78768-2018
www.tmb.state.tx.us

NOTE: A 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

General Description

Performs routine administrative and technical support for the Enforcement Support Department. Date stamps, sorts and distributes mail received by the department, as well as preparing and sending mail from the department. Work involves disseminating information, performing data entry, maintaining filing systems, and performing internal administrative support work. Responsible for routine filing and routing of investigation documents and reports. Assists in the maintenance and disposal of departmental files. Works under moderate supervision from the Department Manager with limited latitude for the use of initiative and independent judgment.

Principal Duties and Responsibilities

- 60% Date stamps, sorts, prepares for scanning and distributes mail received by the Enforcement Division, as well as preparing and sending mail from the Enforcement Support Department.
- 15% Responsible for filing, maintaining and routing CD/DVD ROM's, flash drives, films and similar evidence contained in Enforcement files.
- 5% Coordinates the delivery of office supplies and equipment to employees in the field.
- 5% Assists in the maintenance and disposal of departmental files.
- 5% Performs routine filing, processing and routing of investigation documents, CD/DVD ROM's, flash drives and reports.
- 10% Other duties as directed, including but not limited to file quality control.

Experience and Education

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

Knowledge, Skills, and Abilities

- Knowledge of office practices and administrative procedures
- Knowledge with scanning programs
- Skill in the use of standard office equipment , personal computers and personal computer software packages
- Skill in establishing and maintaining cooperative working relationships
- Skill in performing multiple tasks with flexibility
- Ability to prioritize, plan, organize, and carry out multiple tasks and meet deadlines
- Ability to consistently display a professional demeanor

- Ability to adhere to agency's internal management policies and procedures
- Ability to communicate effectively both verbally and in writing
- Ability to perform detailed work in an accurate and efficient manner
- Ability to handle confidential information and documents in a confidential manner

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 occasionally lift boxes up to 50 pounds
- Compliance with all agency policies and procedures, including but not limited to applicable confidentiality, security and safety rules, regulations and standards

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.