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TEXAS ANIMAL HEALTH COMMISSION JOB ANNOUNCEMENT

Position Title: Laboratory Test Data Specialist

State Classification/Title/Salary Group: 0154 / Administrative Assistant III/ A13

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of 92Y – Unit Supply Specialist, YN – Yeoman, 0111 – Administrative Specialist, 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

Additional Military Crosswalk information can be accessed at:

http://www.hr.sao.state.tx.us/compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.pdf

Monthly Salary: \$2453.25 per month

Position Location: Texas State/Federal Laboratory, Austin, Texas

Job Posting #: 18-08

Opening Date: November 1, 2017

Closing Date: Until Filled

General Description

Performs administrative support work involving test chart data entry, transcription, and distribution in addition to becoming a functional backup to many of the tasks performed by the senior administrative assistant. Performs general laboratory tasks such as opening mail, sorting samples, prepping samples for testing, pipetting samples, and conducting basic laboratory tests. Works under general supervision of the Laboratory Supervisor, with moderate latitude for the use of initiative and independent judgment.

Essential Job Functions

- Date stamps test records using the official State perforator.
- Performs data entry of test records into the laboratory information management system (LIMS).
- Records results onto official test records and pulling copies for distribution.
- E-mails test results to Area Office and Out-of-State E-mail groups.
- Addresses envelopes and mails test records.
- Answers the phone and directs calls.
- Supports the administrative assistant in the creation of monthly reports.
- Opens mail, then sorts, centrifuges, and pipets samples for testing.
- Performs brucellosis RAP (Rapid Automated Presumptive) and FPA (Fluorescence Polarization Assay) testing, as needed.
- Helps to maintain adequate testing supplies and assists in the daily disposal of negative test samples.
- Performs special projects as assigned.
- Performs internal audits.

Minimum Qualifications

Education and Experience: Graduation from standard senior high school or GED. Minimum 12 months general office experience, including data entry, the use of personal computer hardware and software, and other standard office equipment such as photocopiers, multi-line telephones, and fax machines. Animal agricultural background ideal. Laboratory technician experience a plus.

Knowledge, Skills and Abilities: Ability to use a Laboratory Information Management System (LIMS) to look up results, enter test chart information, and report test results via e-mail, phone call, or fax; skilled in use of spreadsheet software (e.g., Excel), Internet, and e-mail; Must have problem solving, organizational, and time management skills, with good attention to detail. Ability to perform detail work with accuracy and reasonable speed. Ability to perform data entry duties with minimal errors. Ability to implement administrative procedures; to interpret rules, regulations, policies, and procedures; to communicate effectively; and, to train others. Ability to work cooperatively and productively with coworkers; follow written and oral directions; and, acquire skill in basic laboratory tasks. Must have effective verbal and written communication skills and the ability to represent the agency in a professional manner. Must maintain a reliable work schedule with consistent attendance and punctuality.

IMPORTANT: *The TAHC is an emergency response agency.* This position is subject to participate in rotating duty assignments away from its regular headquarters for up to two weeks at a time. This duty may involve working in adverse conditions; may require irregular working hours and overtime; and may include duties other than those specified in the standard position description.

APPLICATION PROCEDURES

Completed and signed State of Texas Application for Employment must be received by the closing date, unless the position is posted "until filled." Application forms and instructions are available on our web site at www.tahc.texas.gov, or the web site of the Texas Workforce Commission at www.twc.state.tx.us. Submit fully completed and signed applications to TAHC Human Resources, P.O. Box 12966, Austin, TX 78711-2966 (2105 Kramer Lane, Austin) or email to human.resources@tahc.texas.gov. Phone **800-550-8242, ext.723 or 512-719-0723. Only interviewed applicants will receive notice of the final disposition of the selection process.**

The Texas Animal Health Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, or disability in employment or in the provision of services. In compliance with the Americans with Disabilities Act, any requests for reasonable accommodation needed during the application process should be communicated by the applicant to our Human Resources Department (512) 719-0700. For a telecommunications relay service for the hearing impaired, please dial 711. At time of hire, selected applicants must show proof of eligibility to work in the U.S. in compliance with the Immigration Reform and Control Act. Proof of eligibility to work in the U.S. will be confirmed using E-Verify. All males who are age 18 through 25 and required to register with the Selective Service must present proof of registration or exemption from registration upon hire.

An Equal Opportunity Employer