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TEXAS ANIMAL HEALTH COMMISSION JOB ANNOUNCEMENT

Position Title: Temporary Region Office Support Staff – 12 months

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/mo.

Position Location: Region 8 – Laredo, Texas

Job Posting # 18-10

FLSA Status: Non-Exempt

Opening Date: November 14, 2017

Closing Date: Until Filled

General Description

The Region Office Support Staff position reports to the Supervising Inspector and Region Director, and is responsible for administrative support, general office duties, and data entry for the Region 8 Office in Laredo. May assist with data entry backlogs in other areas of the state.

Essential Job Functions

- Acts as telephone and visitor receptionist;
- Provides routine information to the public on agency programs and services;
- Performs data entry and retrieval using spreadsheet software and database systems;
- Processes incoming and outgoing mail and packages;
- Reviews, codes, copies, and coordinates the distribution of numerous forms;
- Maintains electronic and paper files;
- Uses e-mail and computer software for written communication;
- Maintains inventory of office and field operations supplies;
- Performs other related duties as assigned.

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.

*Must be able to read, write, and speak English.

Knowledge, Skills and Abilities: Word processing skills equivalent to at least 45 words per minute; skilled in use of spreadsheet software (e.g., Excel), Internet, and e-mail; Ability to perform detail work with accuracy and reasonable speed; Ability to perform data entry duties with minimal errors; Ability to learn and communicate agency regulations and procedures; Knowledge of general office practices and standard document filing systems; Ability to establish and maintain effective working relationships; Must have effective verbal and written communication skills and the ability to represent the agency in a professional manner. Knowledge of animal agriculture desired. Must maintain a reliable work schedule with consistent attendance and punctuality.

Other: Occasional travel required, some overnight.

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.

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