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TEXAS ANIMAL HEALTH COMMISSION JOB ANNOUNCEMENT

Position Title: Office Support Staff - Temporary

State Classification/Title/Salary Group: 0158 / Administrative Assistant V / A17

Monthly Salary Range: \$ 3081.33 – 3200.00/mo. plus state benefits
(Salary Commensurate on Experience)

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

Position Location: Los Fresnos Tick Office, Los Fresnos, Texas

Job Posting #: 00003155

FLSA Status: Non - Exempt

Opening Date: September 28, 2018

Closing Date: Open Until Filled

General Description

The Office Support Staff position reports to the Field Veterinarian in Los Fresnos. The selected candidate is responsible for administrative support and technical program assistance through data entry, analysis, and quality control for the Los Fresnos Tick Office. May assist with support for other office duties within the state, as time allows.

Essential Job Functions

- Coordinates the preparation, editing, and distribution of correspondence, reports, studies, forms, and documents;
- Interprets and evaluates information concerning agency programs and procedures, and makes recommendations as appropriate;
- Reviews and edits data in charts, graphs, and databases, and prepares summaries or reports;
- Performs data entry and retrieval using spreadsheet software and database systems;
- Develops and reviews administrative and technical policies and procedures and researches technical issues;
- Maintains electronic and paper files;
- Uses e-mail and computer software for written communication;
- May develop, edit, and review training materials;
- May act as telephone and visitor receptionist;
- May process incoming and outgoing mail and packages;
- 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. Bilingual (English-Spanish) helpful. Animal agricultural background ideal.

Other: 50% travel required, some overnight.

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; Ability to learn and comprehend a complicated technical program; ability to perform review and analysis of data; ability to develop effective working relationships and communication skills to report on deficiencies, obtain information to correct data inconsistencies and errors; ability to assimilate and correlate highly technical data for reports. Knowledge of animal agriculture desired. 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.

How to Apply:

To submit your application for employment, follow the link provide below, then select Apply Online. Create and/or Login to your on-line applicant profile and electronically submit your State of Texas Application for Employment.

All applications must contain complete job histories, which includes job title, dates of employment, name of employer, supervisor's name and phone number and a description of duties performed. If this information is not submitted, your application may be rejected because it is incomplete. Resumes do not take the place of this required information.

<https://capps.taleo.net/careersection/ex/jobdetail.ftl?job=00003155&tz=GMT-05%3A00>

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