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TEXAS ANIMAL HEALTH COMMISSION JOB ANNOUNCEMENT

Position Title: Front Desk Receptionist

State Classification/Title/Salary Group: 0150 / Administrative Assistant I / A09

Note: Position could be either 1 Full Time Position (M-F, 8am-5pm)
OR
2 Part Time Positions (M-F, 8am-12pm and 1pm-5pm)

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 Range: \$1981.75 – \$2600.00 /mo. plus state benefits
(Part time candidates will be paid the hourly rate of a salary within this range.)

Position Location: Central Office, Austin, Texas

Job Posting #: 00003151

FLSA Status: Non - Exempt

Opening Date: September 28, 2018

Closing Date: Open Until Filled

General Description

The Front Desk Receptionist position reports to the Chief of Staff, and is responsible for reception duties at the Austin Central Office, and administrative support, general office duties, and data entry for agency management, as determined.

Essential Job Functions

- Answers general agency-related questions, and/or directs customers to appropriate staff.
- Refers callers and/or visitors to other state/federal agencies, as necessary.
- Calls appropriate staff or departments to announce outside visitors.
- Creates employee ID badges.
- Manages bulletin boards in the reception area and break room.
- May disseminate agency information, maintain filing systems, and perform internal administrative support work, as assigned.
- May perform clerical or data entry work or duties.
- Performs other related duties and special assignments as needed.

Minimum Qualifications

Education and Experience: Graduation from standard senior high school or GED. Working knowledge of general office practices required, 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. Previous experience as a receptionist is helpful. Animal agricultural background ideal.

Knowledge, Skills and Abilities: Word processing skills equivalent to at least 35 words per minute; skilled in use of spreadsheet software (e.g., Excel), Internet, and e-mail; Ability to operate a multi-line phone system; 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. Must maintain a reliable work schedule with consistent attendance and punctuality. Basic knowledge of animal agriculture.

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=00003151&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