



Administrative Assistant (repost, 9/29/17)

Full-Time | \$38,000 | 7551 Metro Center Drive, Suite 100, TX 78744 (Central Office)

The **administrative assistant** performs advanced (senior-level) administrative and technical support for the General Counsel's Office at the Office of Injured Employee Counsel and reports to the Director of Training. The General Counsel's Office consists of the Legal Services Program, the Quality Assurance Program, and the Training Program. We are looking for someone who is a stellar, self-starter who can work in a fast-paced environment, knows how to prioritize and organize work and see projects through to completion. Must be a positive, team player. Works under moderate supervision with considerable latitude for the use of initiative and independent judgment. Must have excellent writing and proofreading skills. Great benefits and friendly culture.

This position

- initiates and tracks employee training progress;
- maintains training calendars and schedules meetings;
- distributes training materials to trainers and trainees;
- utilizes agency resources including learning management systems, email and website to deliver information;
- develops and maintains filing systems;
- provides internal communication to employees regarding upcoming training opportunities;
- responds to questions asked by managers and employees regarding training;
- prepares and edits correspondence, memos, letters, faxes and forms;
- provides general support to the Legal Services Coordinator; and
- provides general support to the Associate Director of Quality Assurance.

Experience, field and/or focus

Two years full-time experience working as a secretary or administrative assistant in office environment.

Unless specifically and expressly stated otherwise, regular attendance is an essential function of every OIEC job.

Works hours are flexible.

Required knowledge

- Microsoft Word, Outlook and Excel, a must.

Required skills

- assisting the public;
- research and attention to detail;
- handling and solving problems;
- report writing and records maintenance principles and practices;
- data entry and retrieval; and
- use of correct grammar, punctuation and spelling.

JOB DETAILS

Job Posting #17-241

Title

Administrative Assistant

Class Title

Administrative Assistant IV

Location

7551 Metro Center Drive, Suite 100
Austin, TX 78744

Salary

\$38,000.04/year
(\$3,166.67/month)

Travel

5%

Open Date

8/25/2017 (repost 9/29/2017)

Application Deadline

until filled

Status

Internal/External

Pay Group

A15

MOS Codes

42A, PS, 641X, 018, 0111, 3A1X1

Required ability to

- multitask and meet deadlines;
- read with attention to details;
- establish and maintain effective working relationships with a variety of individuals and groups; and
- communicate effectively both verbally and in writing with all levels of employees and the public.

Qualifications

Graduation from high school or equivalent. Education and experience relevant to position requirements may be substituted for one another on a year-for-year basis.

Additionally, this position requires:

- two years full-time experience in an office setting performing administrative work.

Preferences for this position include

- four years administrative assistance experience;
- college education; and
- bilingual in English and Spanish language skills (oral and written).

How to apply

Complete the State of Texas Application. Submit your application or questions to jobs@oiec.texas.gov. Visit www.oiec.texas.gov/contact/jobs.html for more information.

To receive VETERAN'S PREFERENCE

Applicants must provide at least one of the following documents with their State of Texas Application:

- a copy of the DD 214, member #4;
- a statement of compensation from the Veterans Benefits Administration; **OR**
- a copy of the DD 1300

Military Crosswalk

- Applicable Military Occupational Specialty (MOS) codes are included, but not limited to the following: 42A, PS, 641X, 018, 0111, 3A1X1
- Additional Military Crosswalk information can be accessed at:
http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.pdf

Criminal background checks will be conducted on all final candidates. An applicant who has been convicted of a criminal offense relevant to the position may be disqualified from employment.

The Office of Injured Employee Counsel does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or in the provision of services. Any request for reasonable accommodation needed during the application process should be communicated by the applicant to OIEC staff.